

I. Mountain Lion

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1.1 Creating User Accounts



Choose System Preferences... from the Apple menu.



Click on Users & Groups.



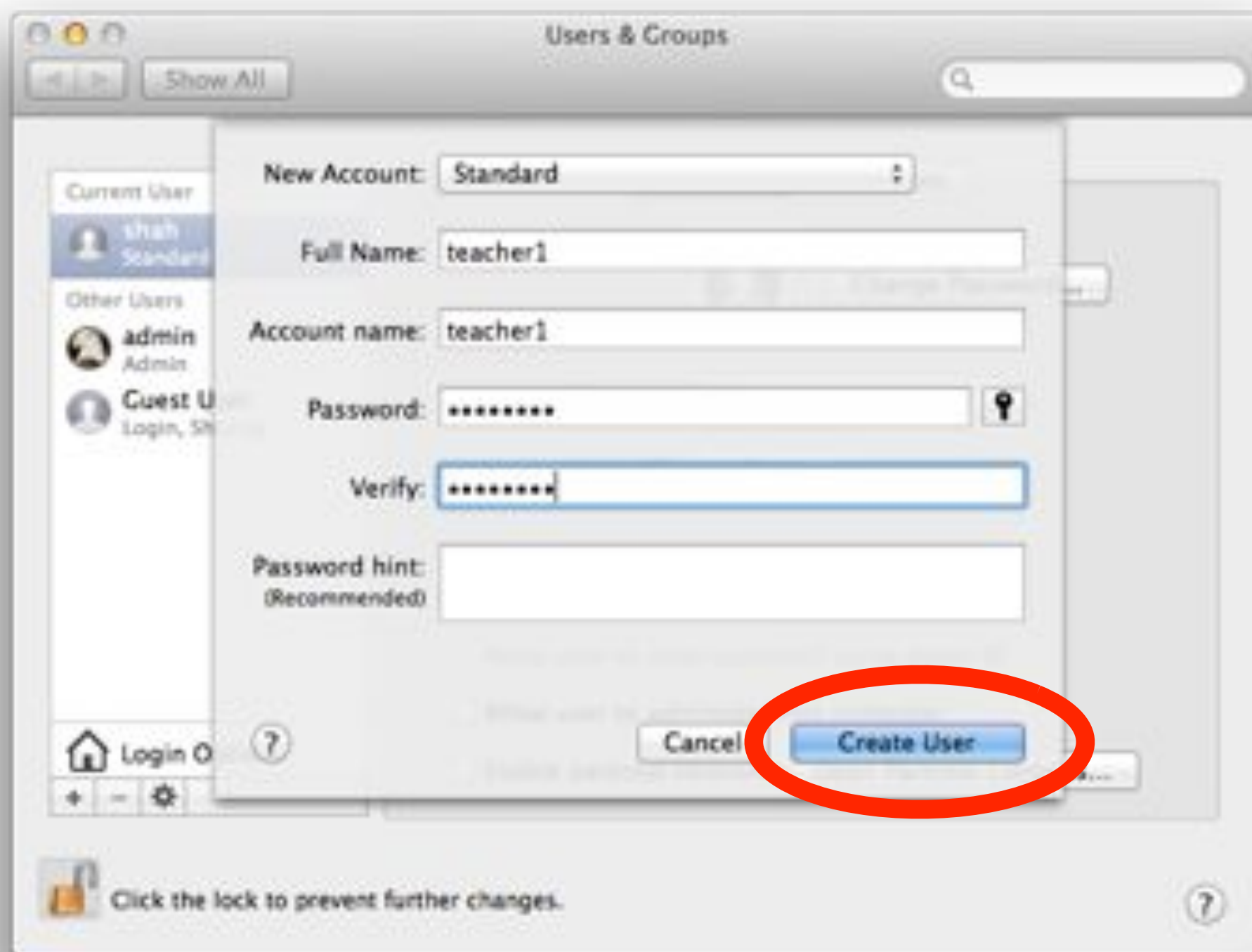
Click on the little padlock on lower left side.



Put in the admin username and password and click Unlock.

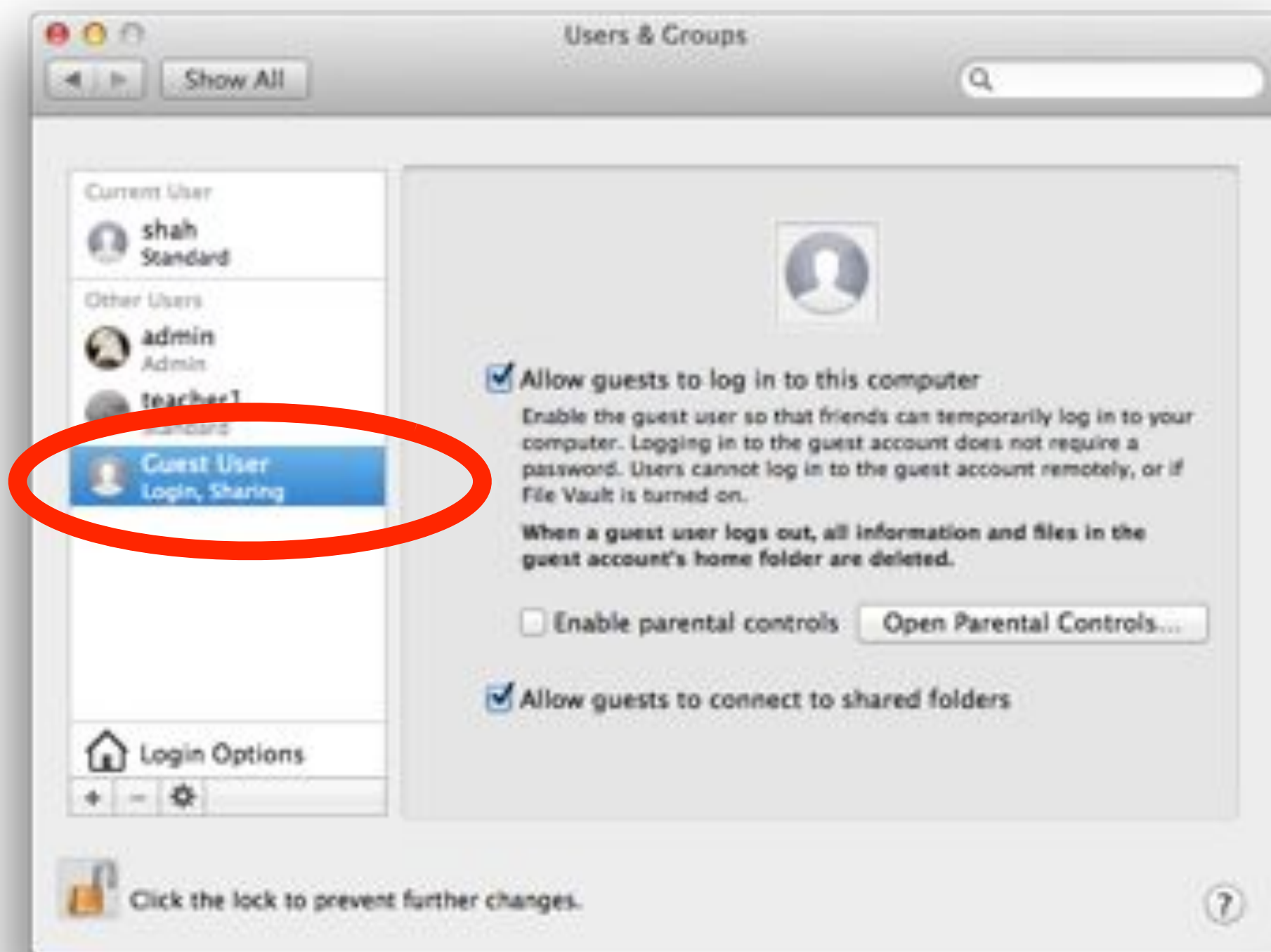


Click on the + sign.



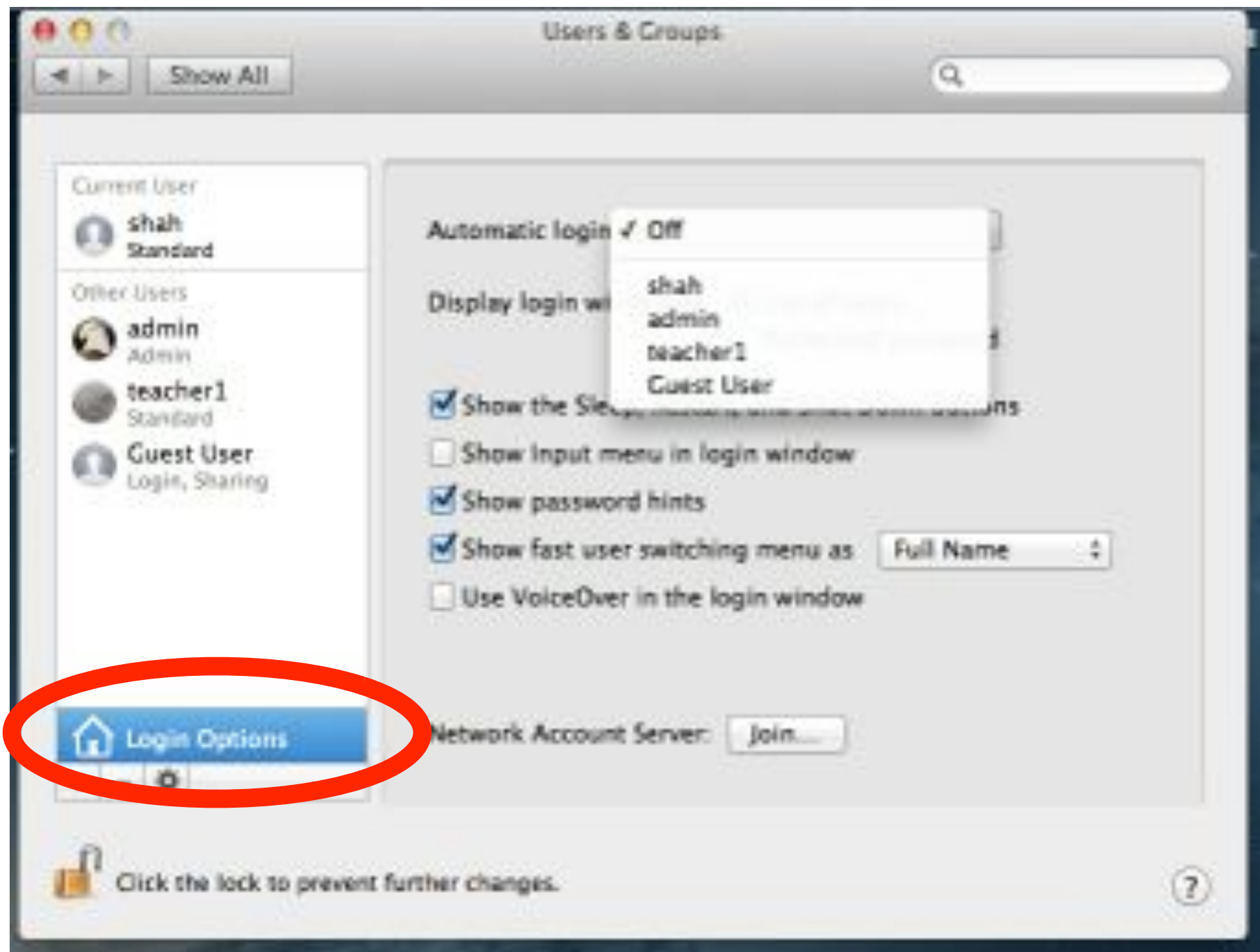
Enter a username and password you'd like to use for this account. Normally I do all my work in a standard account and only use the administrator account to install software or do other administrative task. Better security this way.

Click Create User. If you see a message onscreen about automatic login, click Keep automatic login.



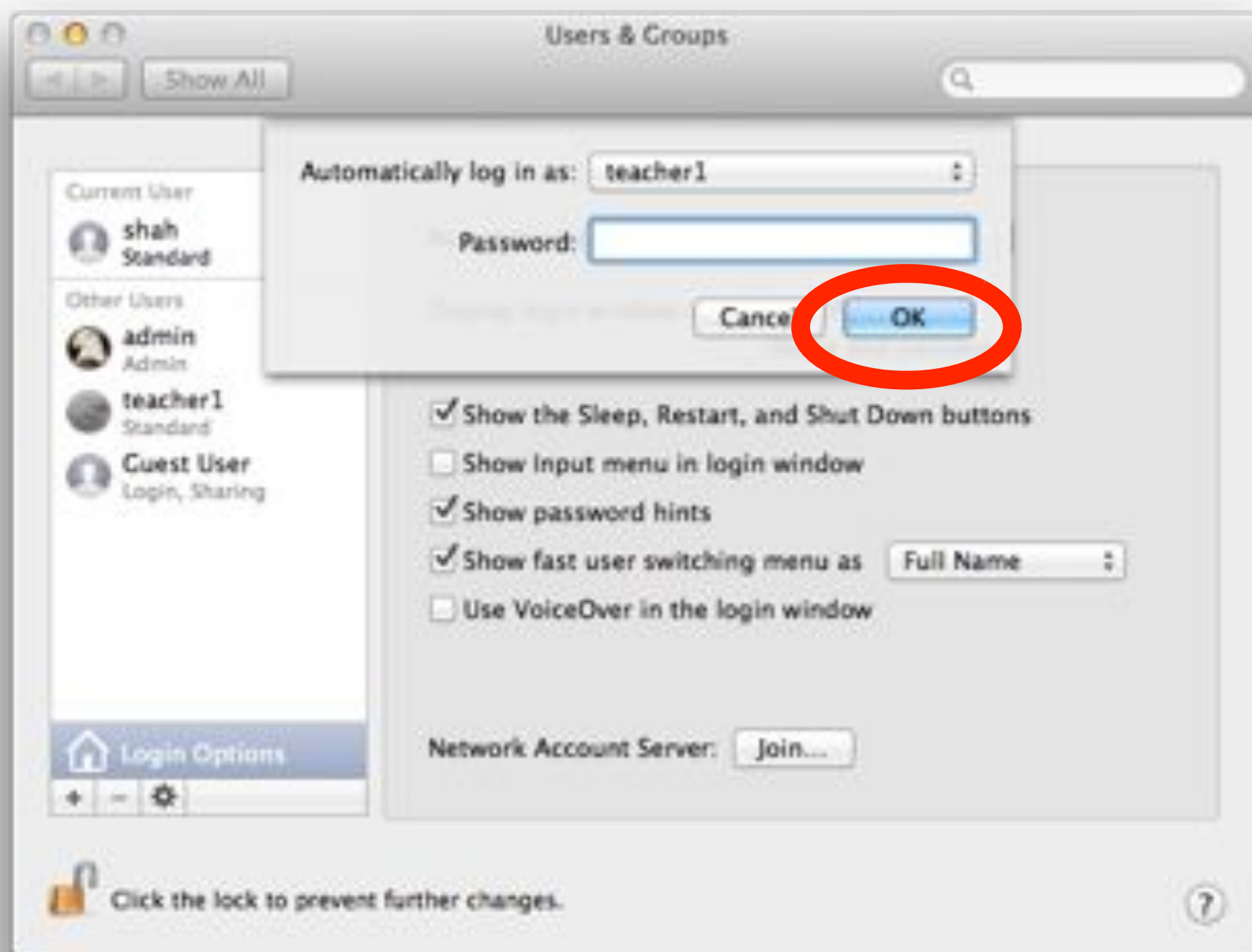
Click on Guest account. Tick Allow guests to log in to this computer.

This is good for occasional users and for computer labs because everything you do will be wiped when you log out.

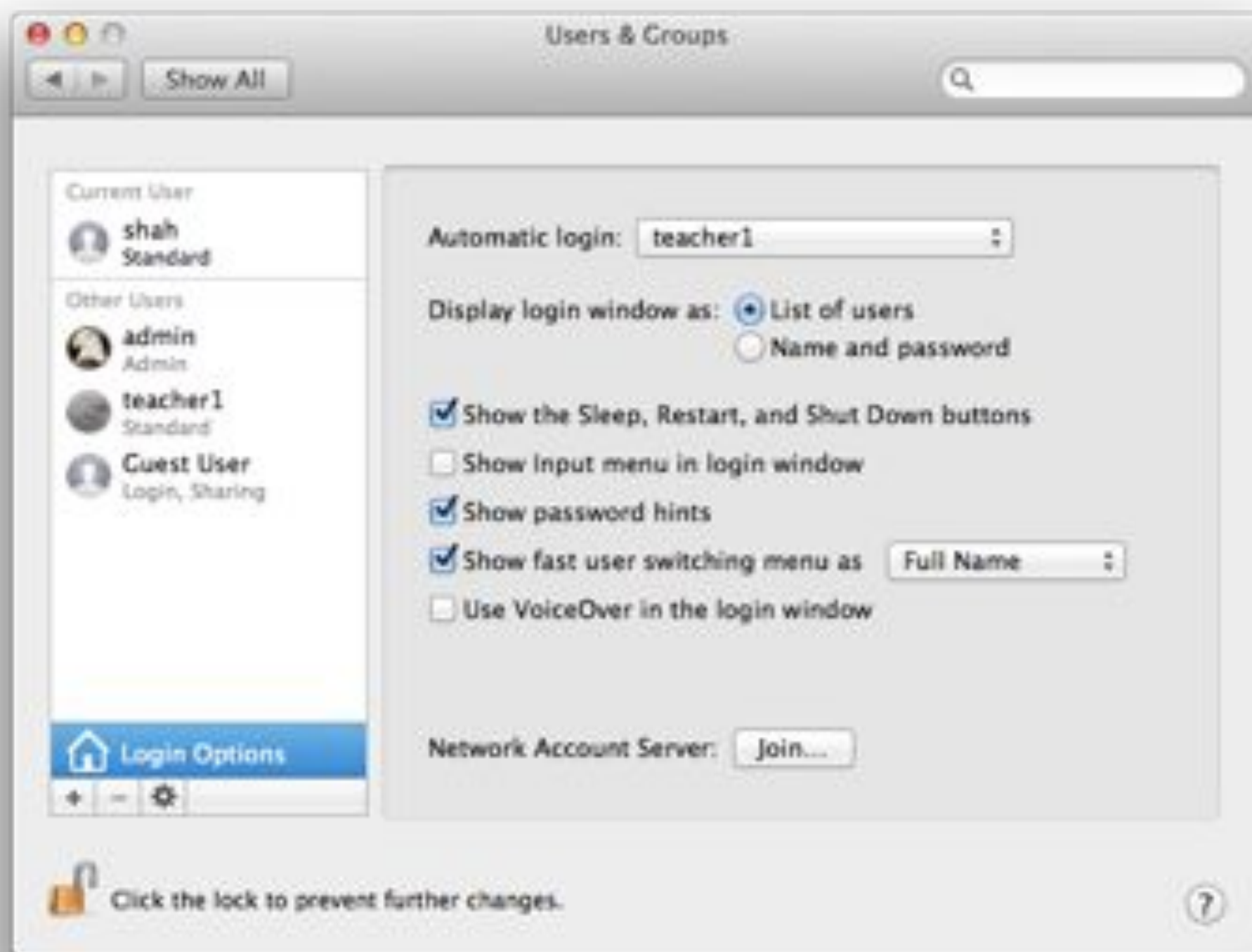


Click Login Options.

From the Automatic Login popup choose either your account or the guest account.



You'll need to put in the password and click OK.



Here, the computer is set up to log directly into the teacher1 account. Restart the computer and it should log directly into the teacher1 account.

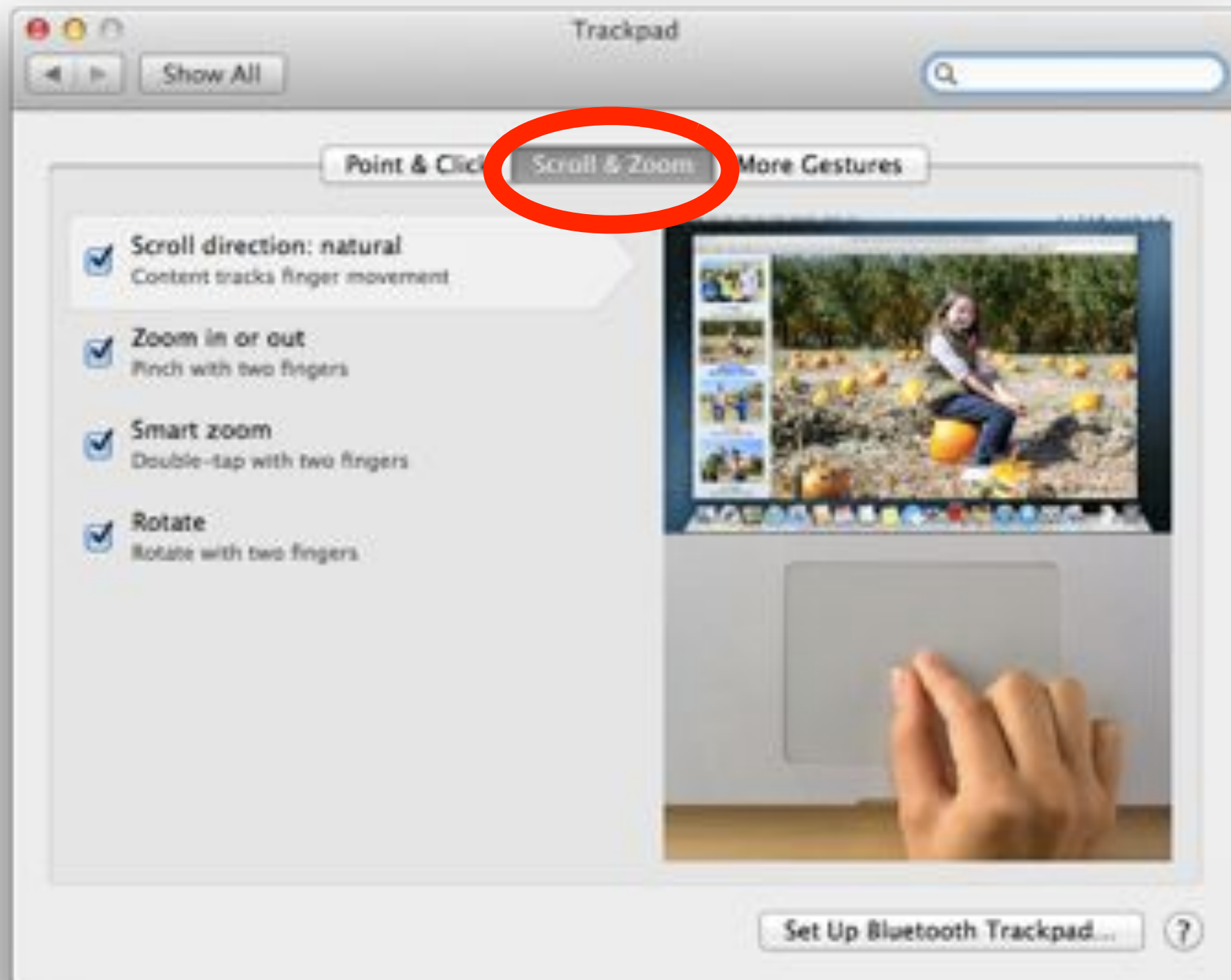
1.2 Configure Trackpad



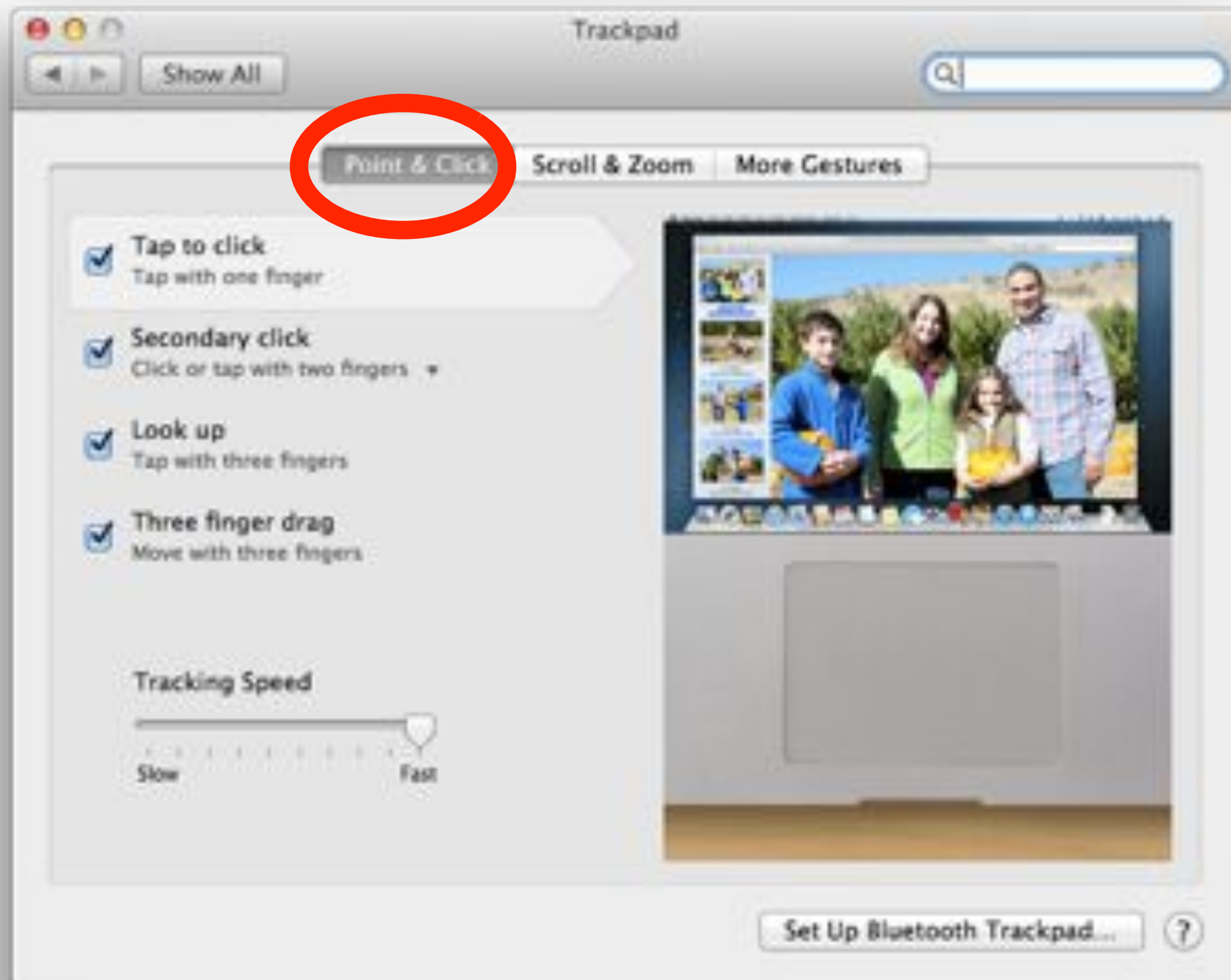
Choose System Preferences... from the Apple menu.



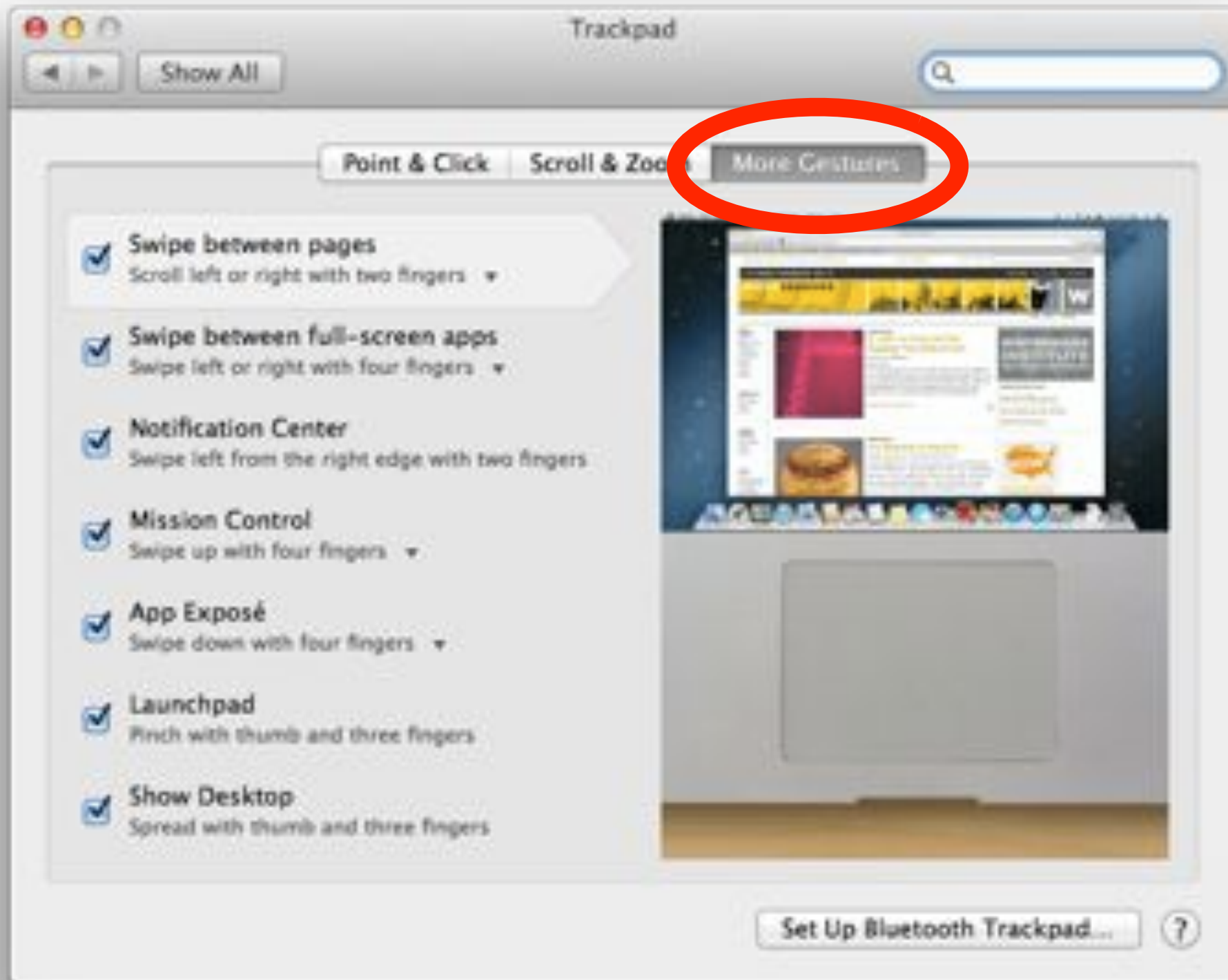
Choose Trackpad.



Review the Scroll & Zoom settings. You may wish to change the Scroll direction.



Click Point & Click. Change Tracking Speed to fast and make sure Tap to click is set. Tick Three finger drag.

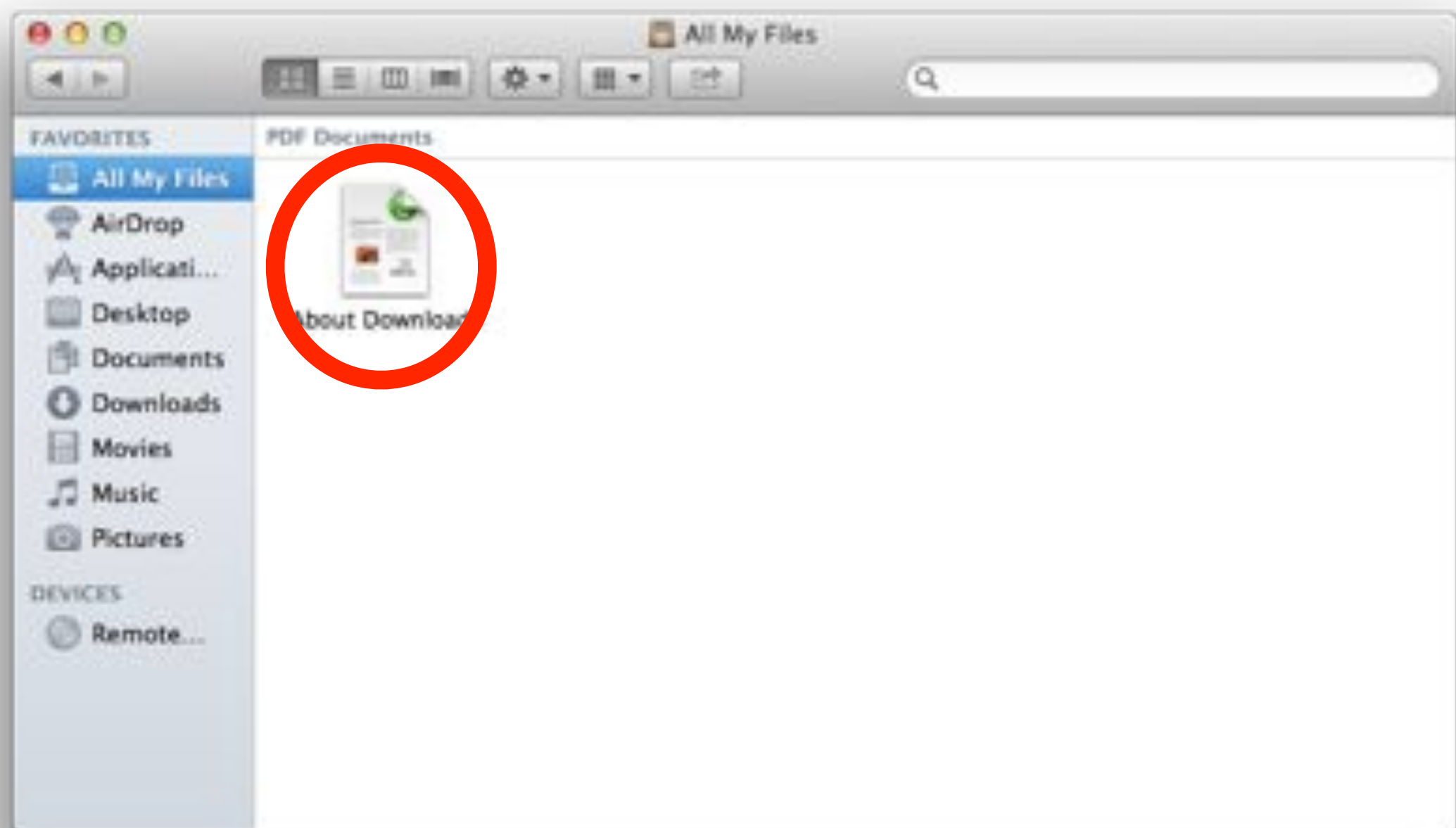


Click More Gestures. Tick App Exposé. Close System Preferences when done by clicking the Red button.

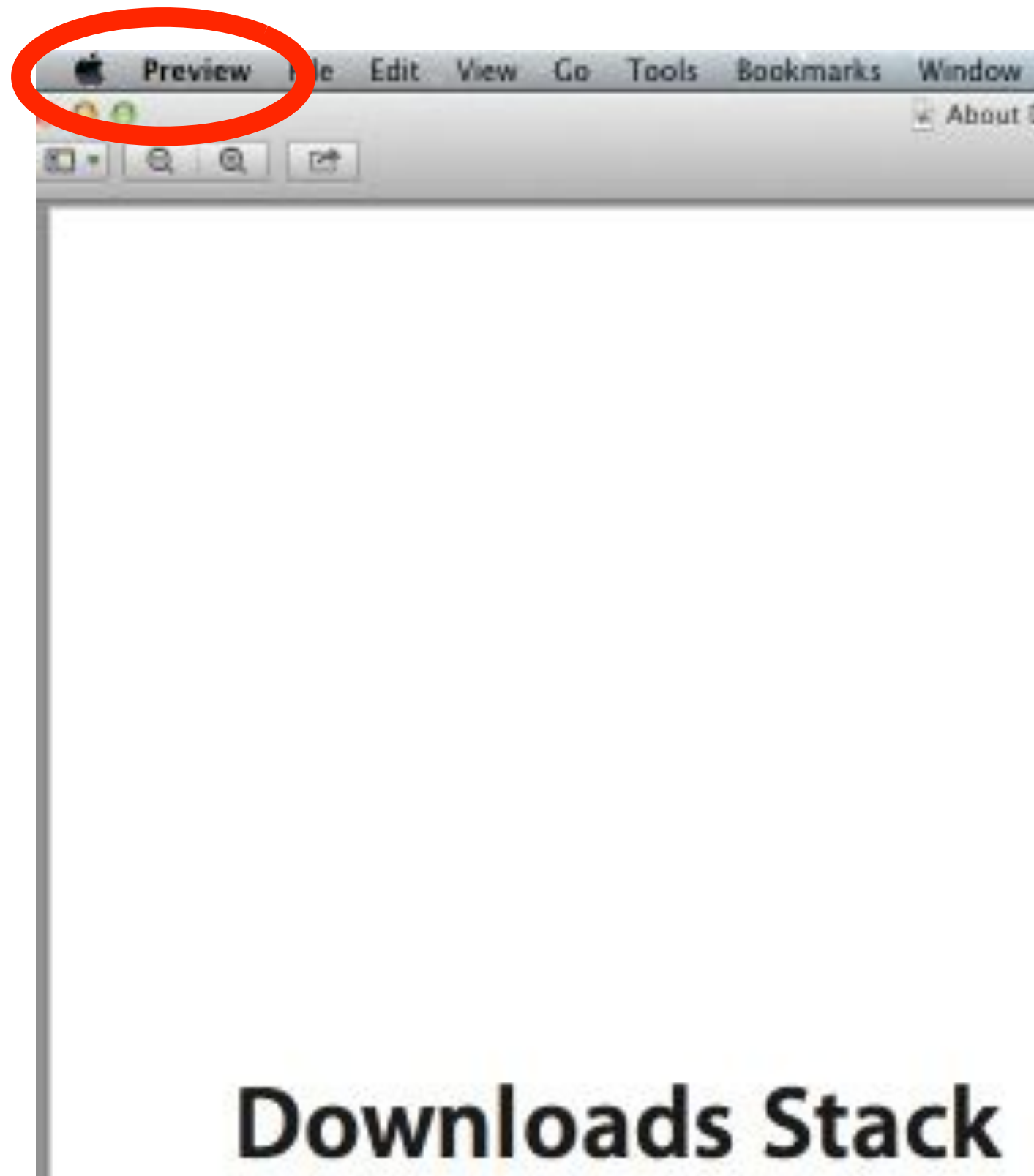
1.3 Mouse Basics



Click the Finder (lower left) to open a Finder window.



Double click the 'About Downloads' file to open it.

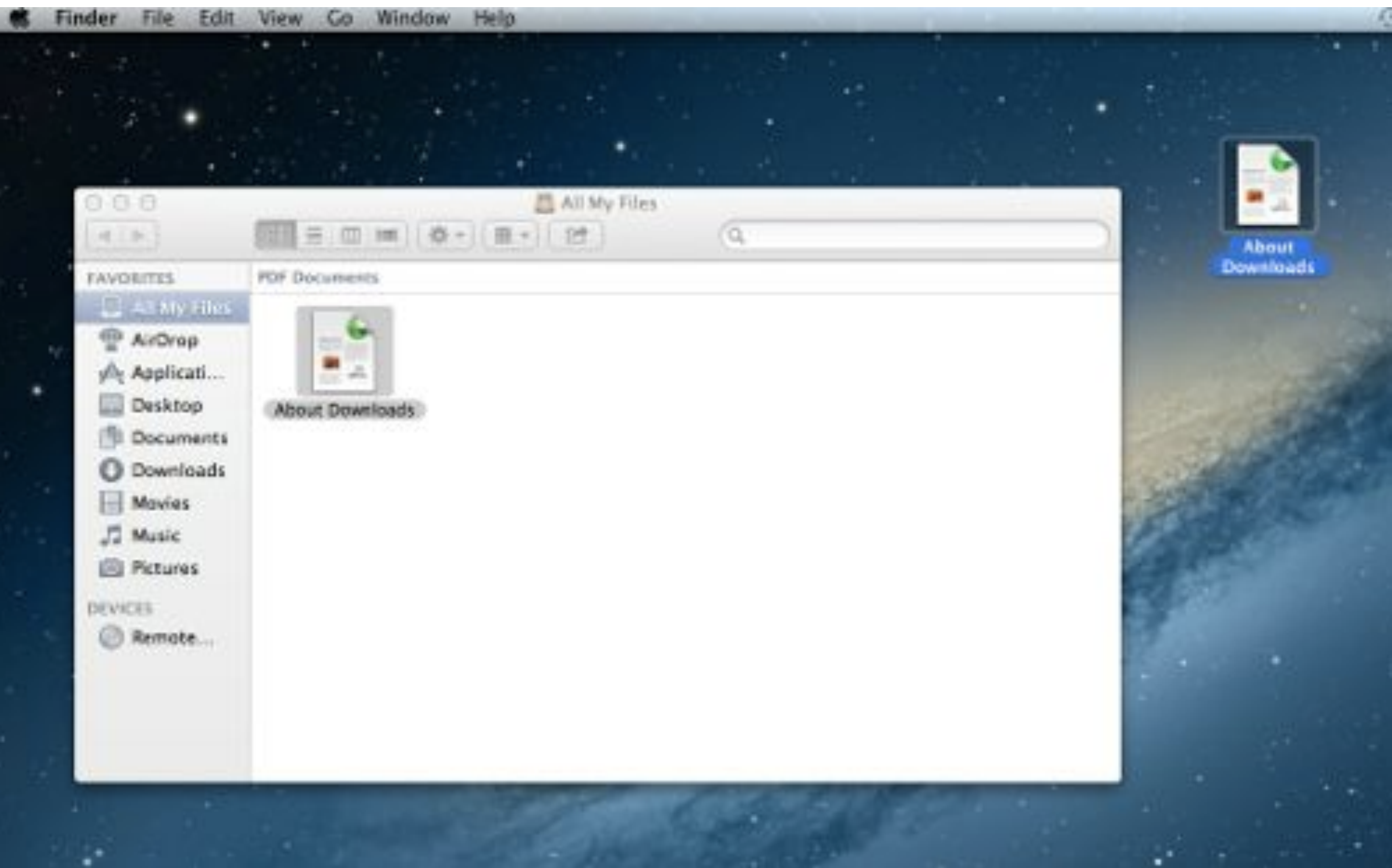


Downloads Stack

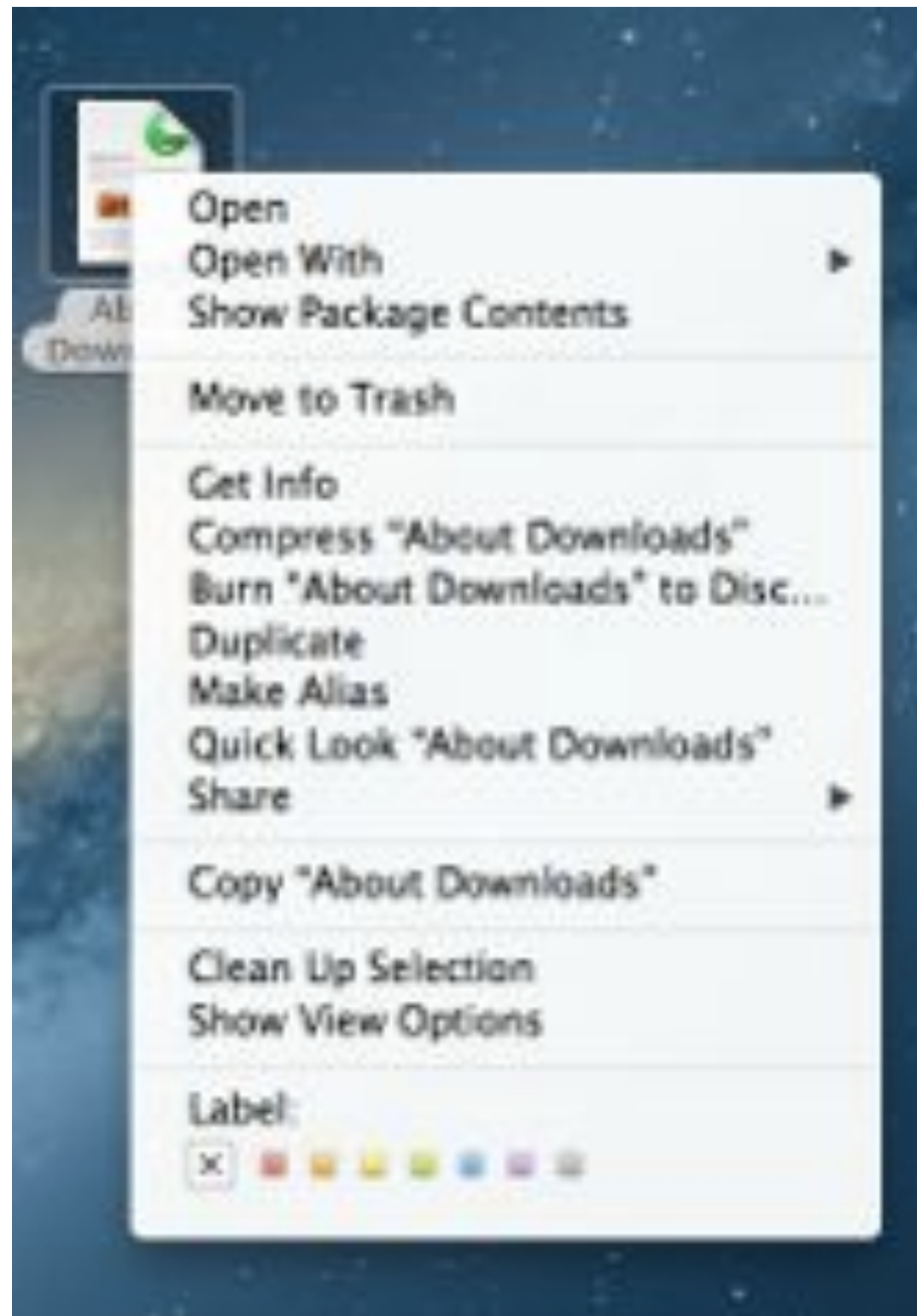
The file is displayed. Notice that the application name at the top left of the screen has changed to Preview.



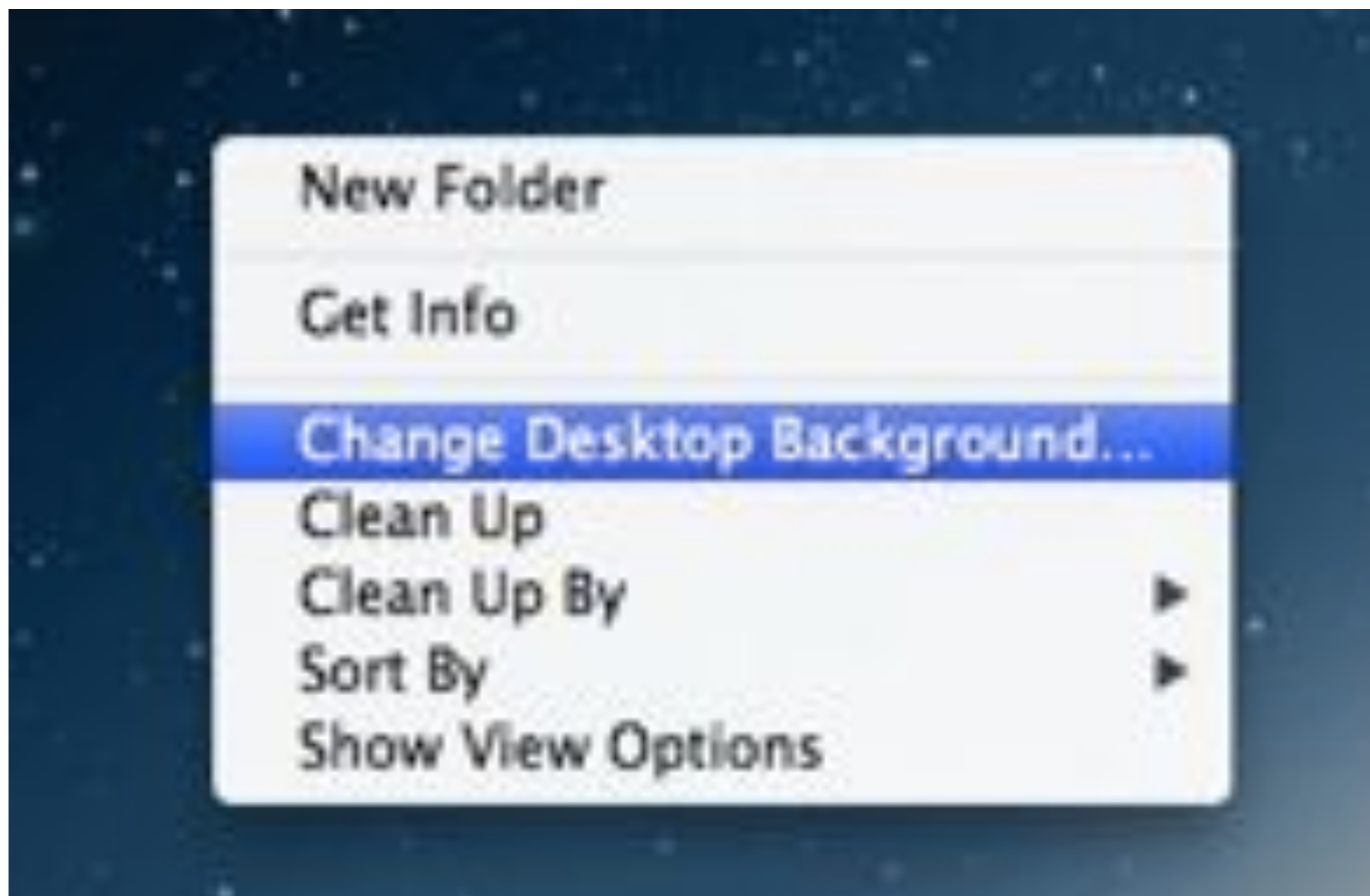
Choose Quit Preview from the Preview menu. Notice the name at the top of the screen changes back to Finder.



Drag About Downloads to the Desktop. Note that All My Files always shows you all the files that belong to you, regardless of their location in the filesystem.



Right-click on About Downloads to show the contextual menu.

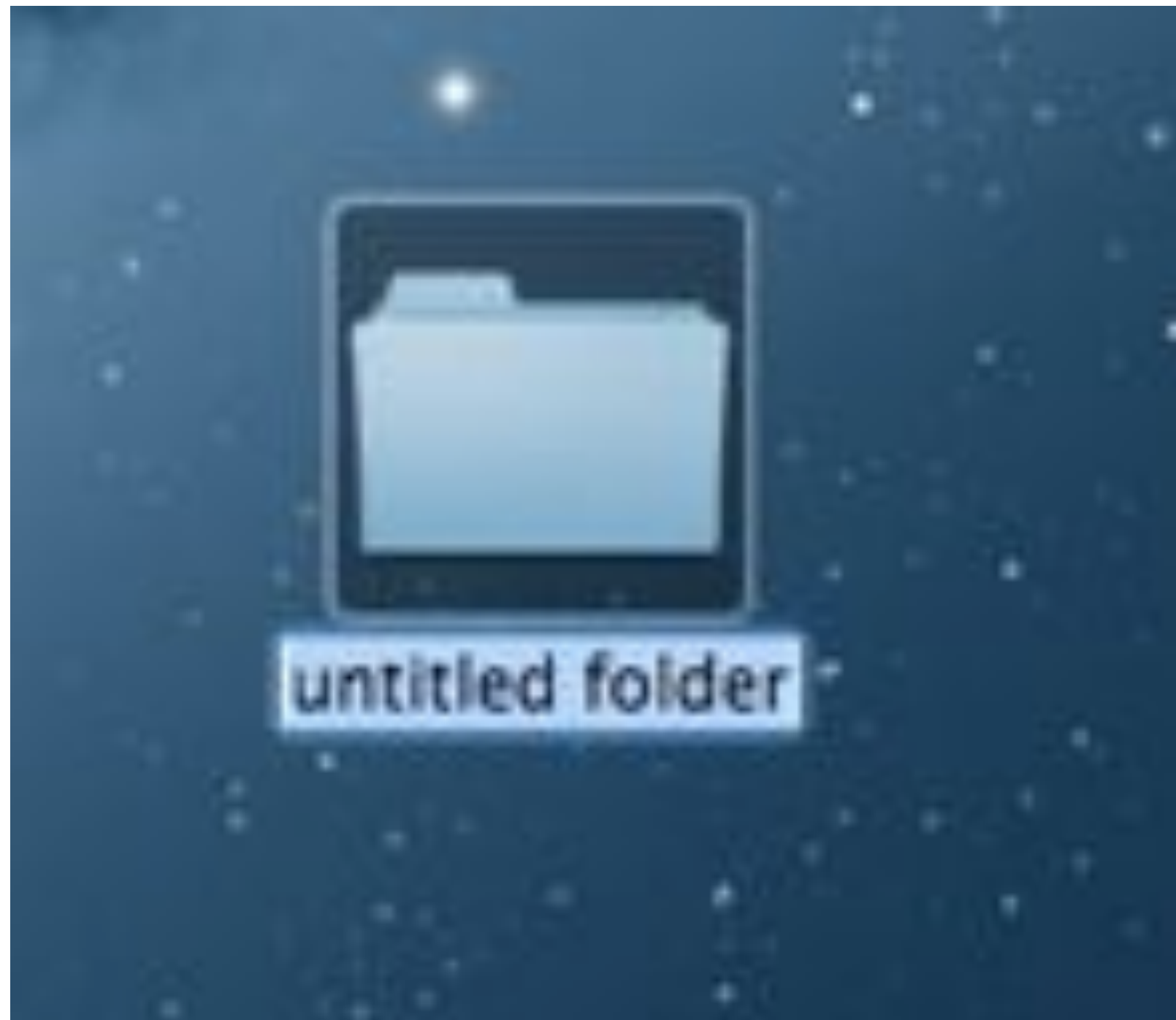


Right-click on Desktop to change Desktop pattern.

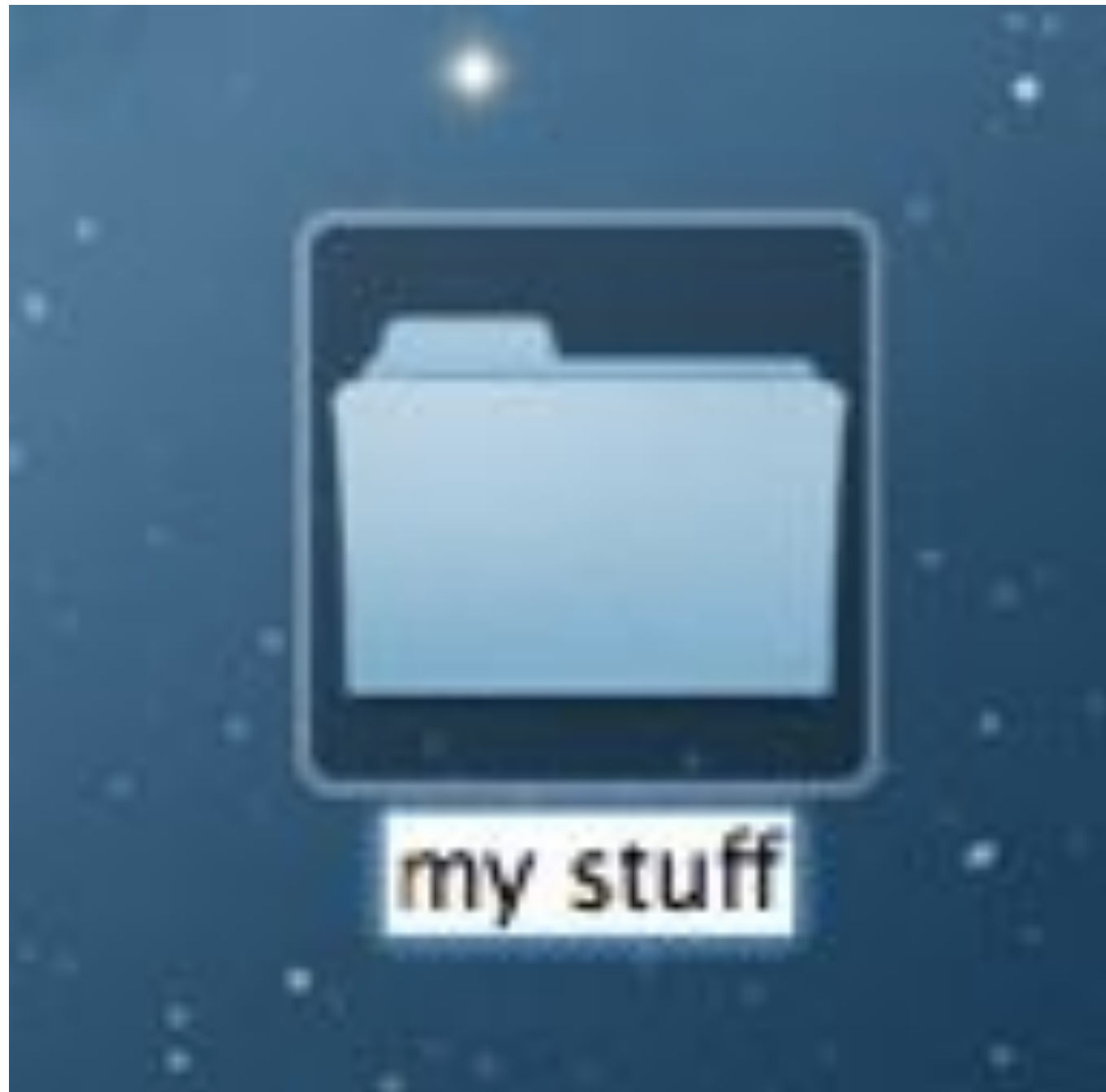
1.4 Create New Folder



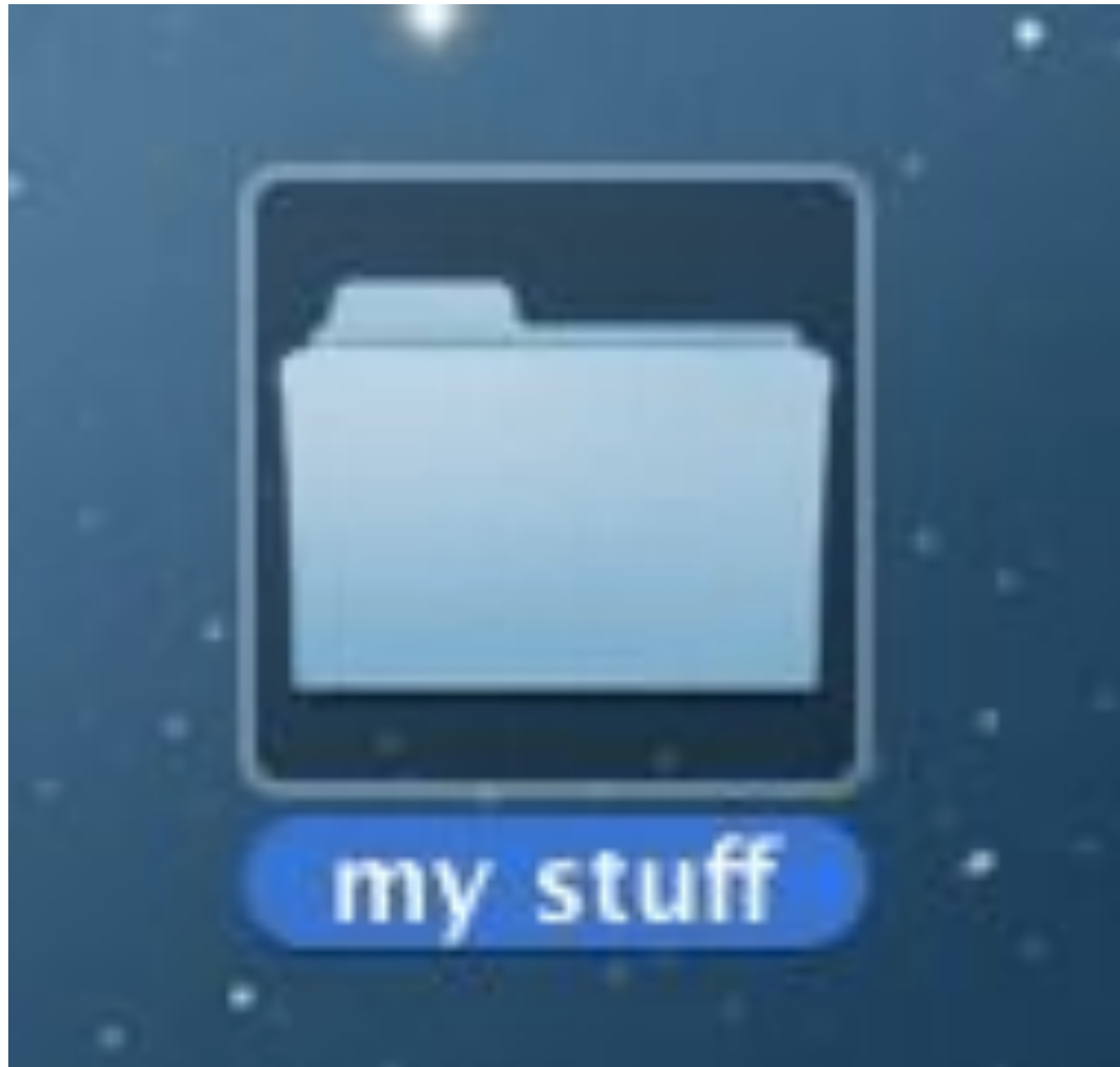
Right-click on Desktop, choose New Folder.



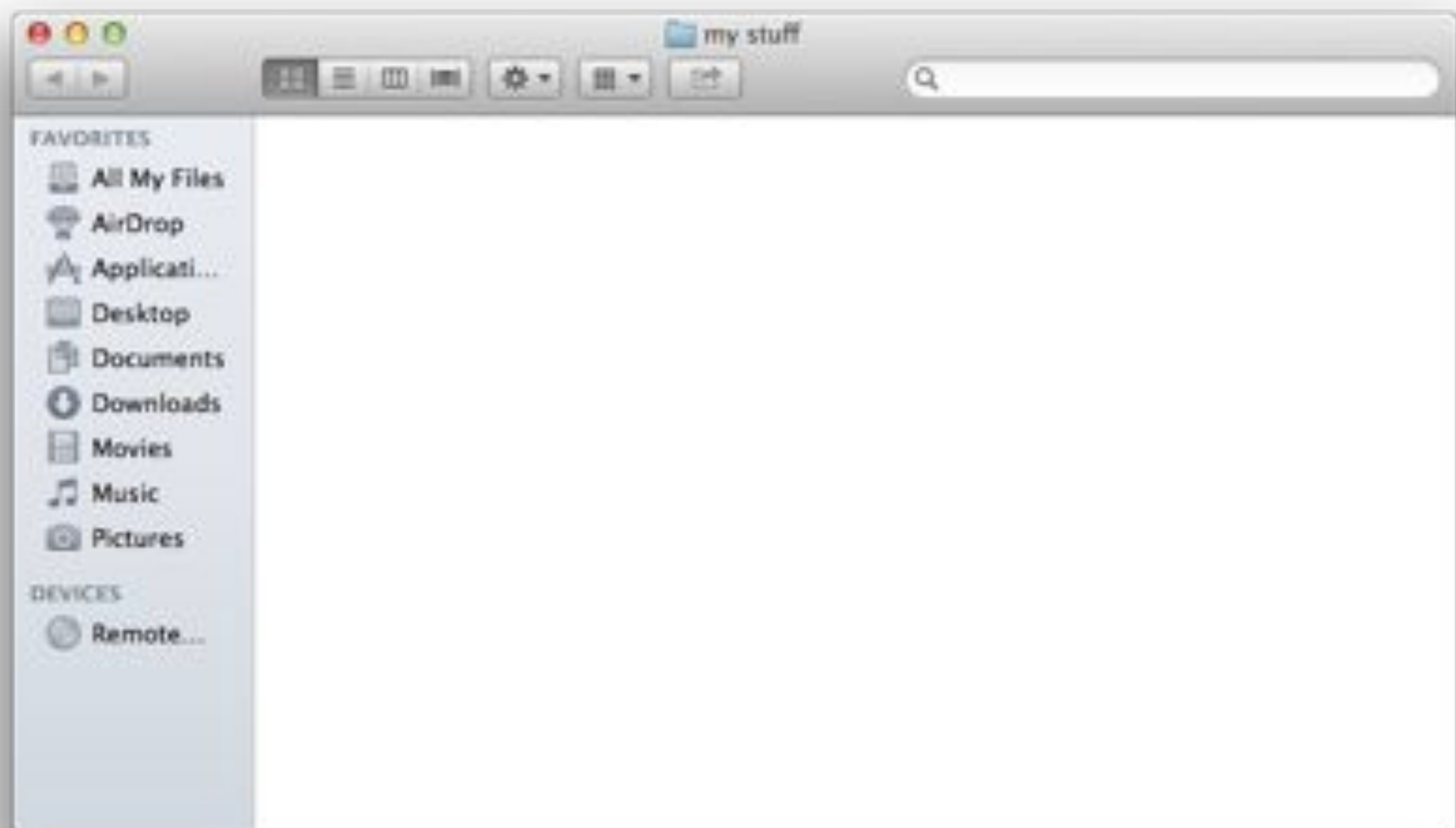
You can type in the name immediately, no need to delete the existing text first.



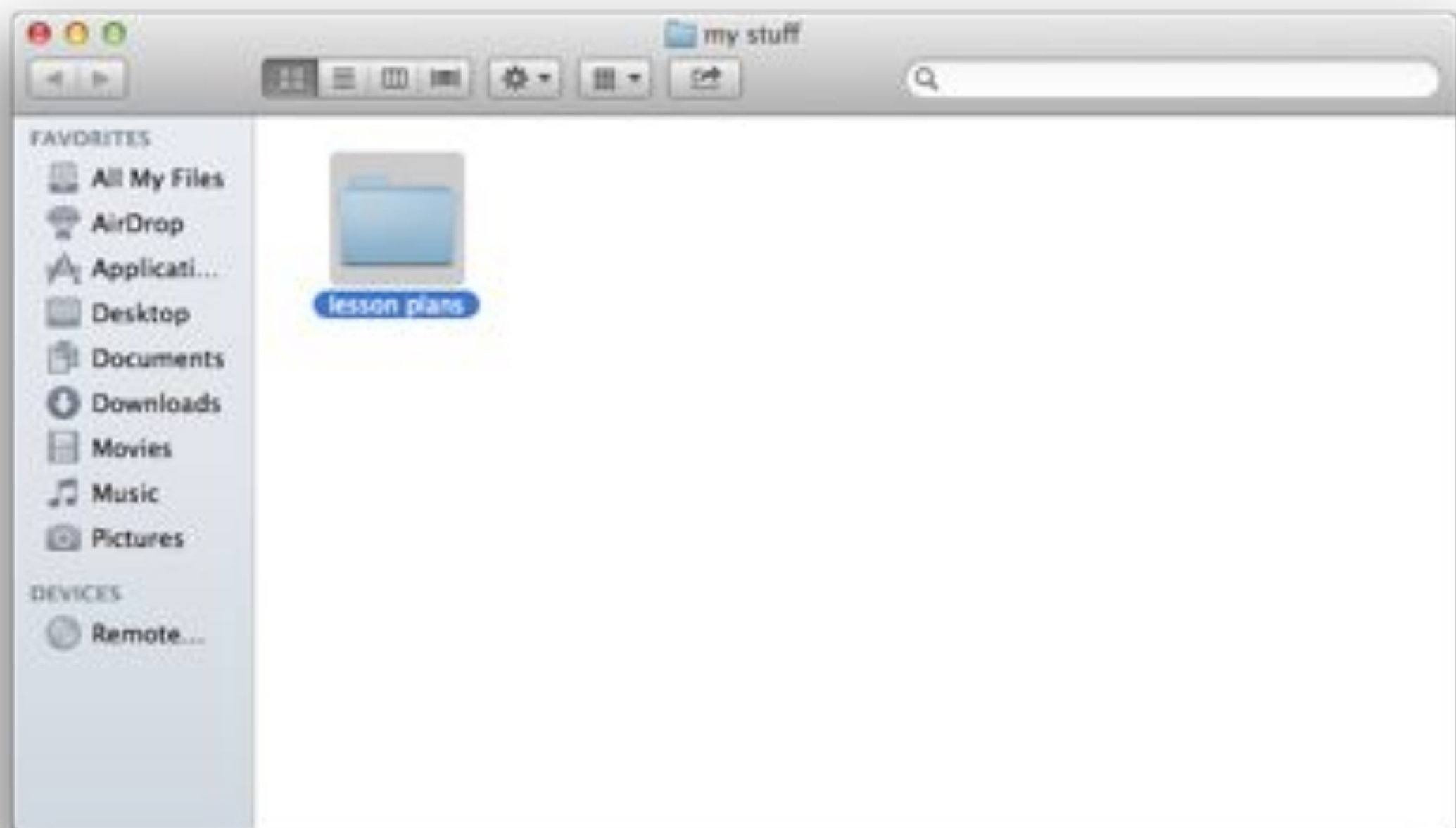
After you type in the new name, my stuff, press Return (same place as Enter key).



Done. To change the name again press return, and repeat the process.

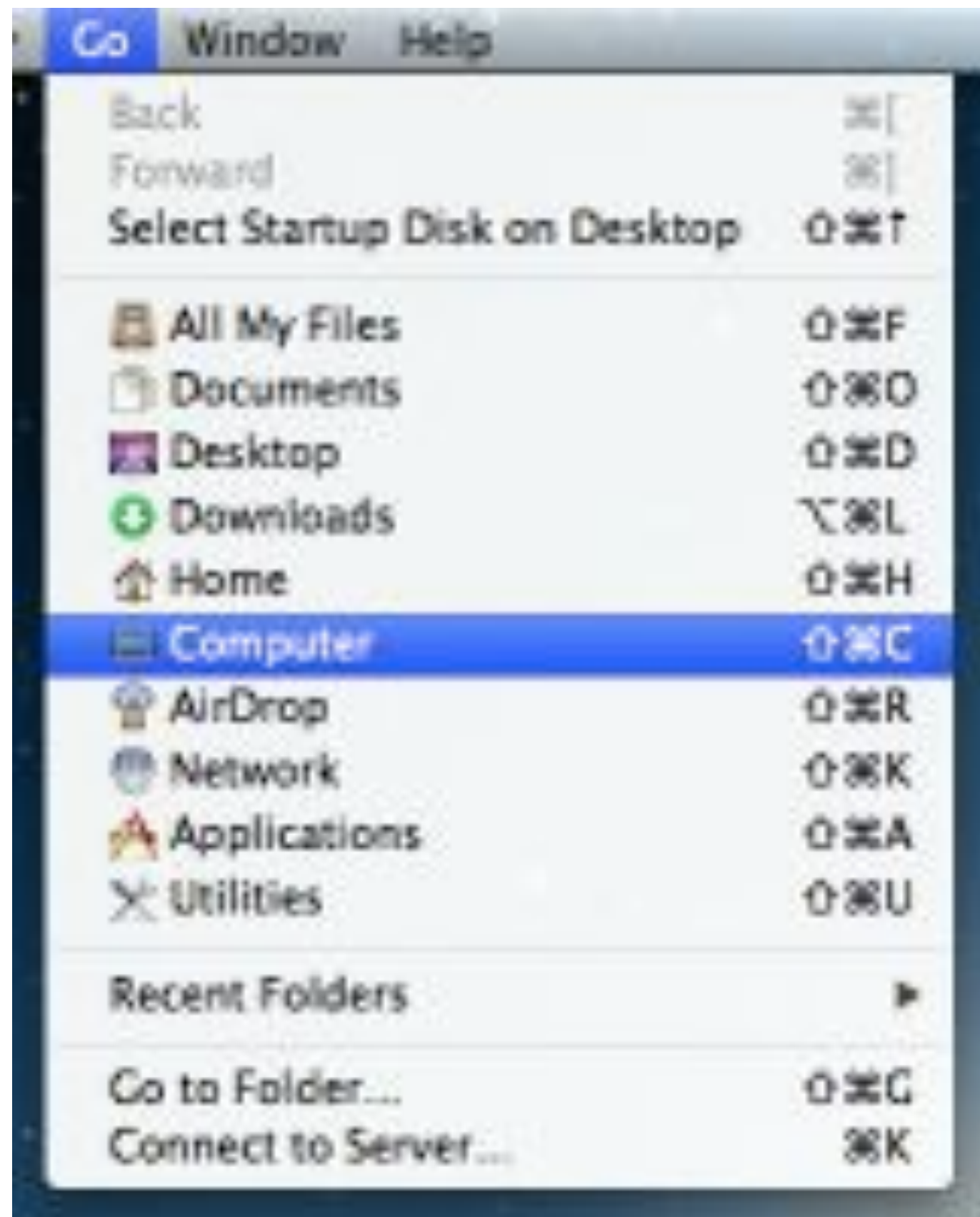


Double-click the newly created folder to open it.

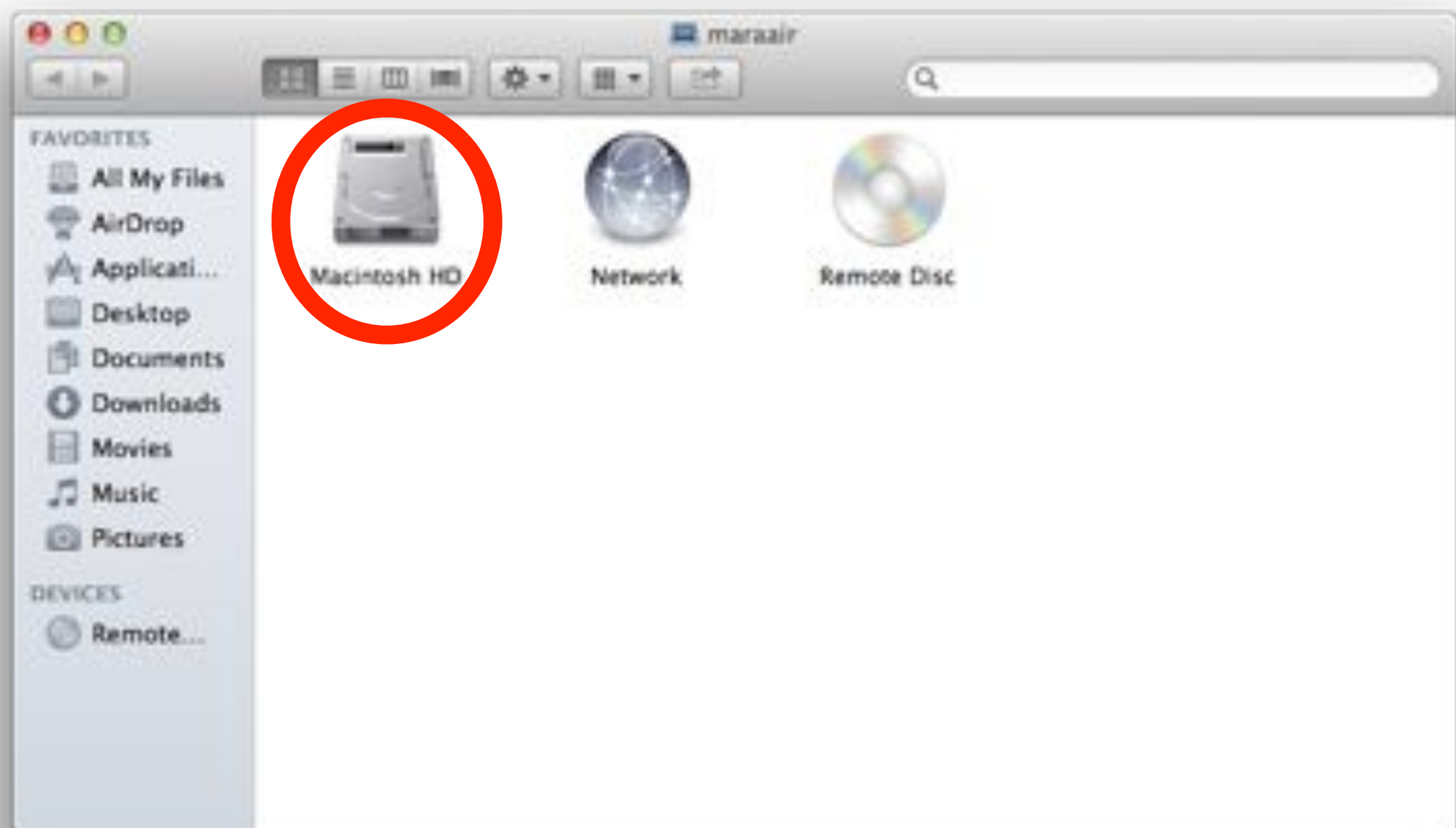


Create a new folder inside it called lesson plans.

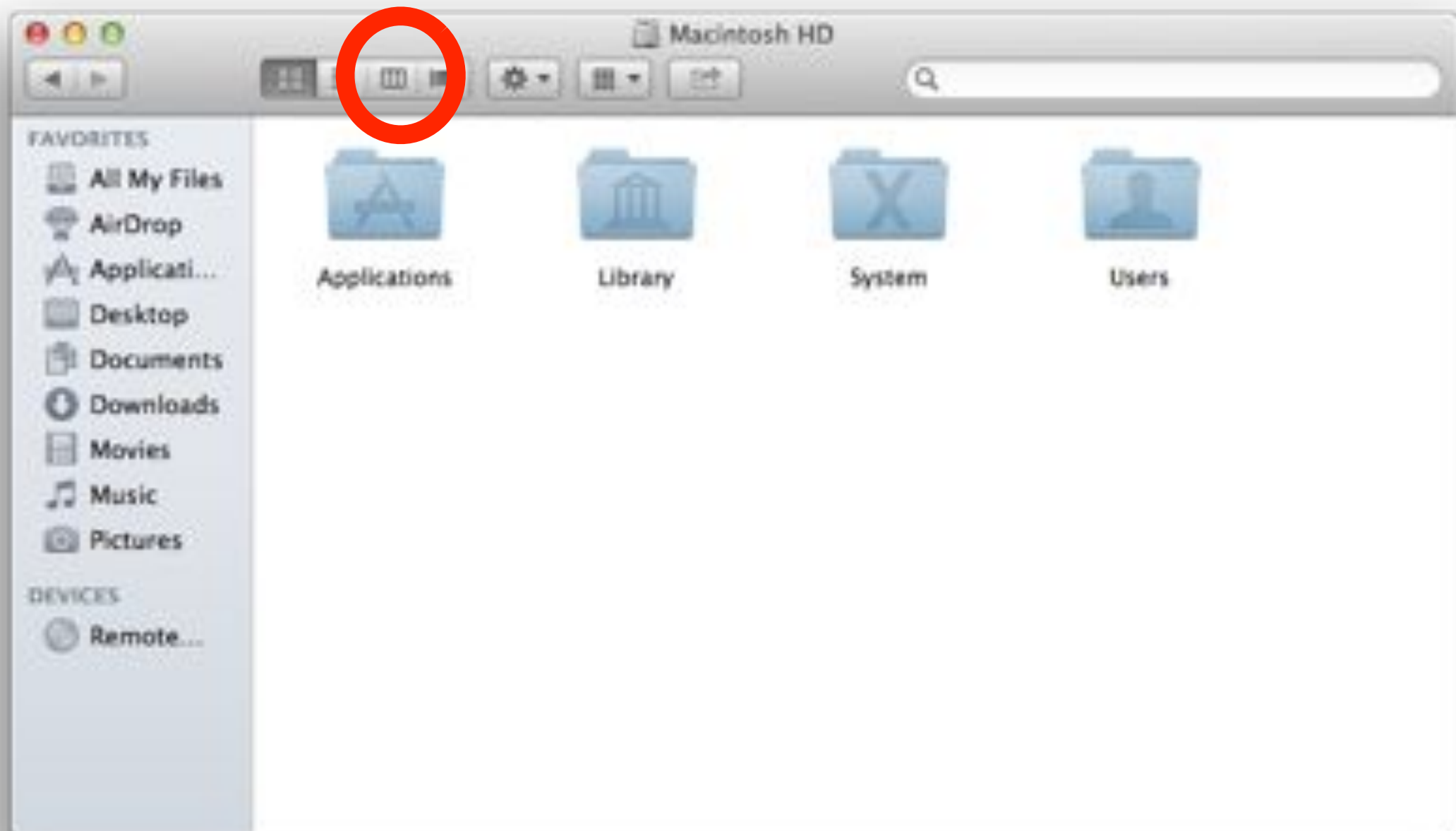
1.5 Copy Files



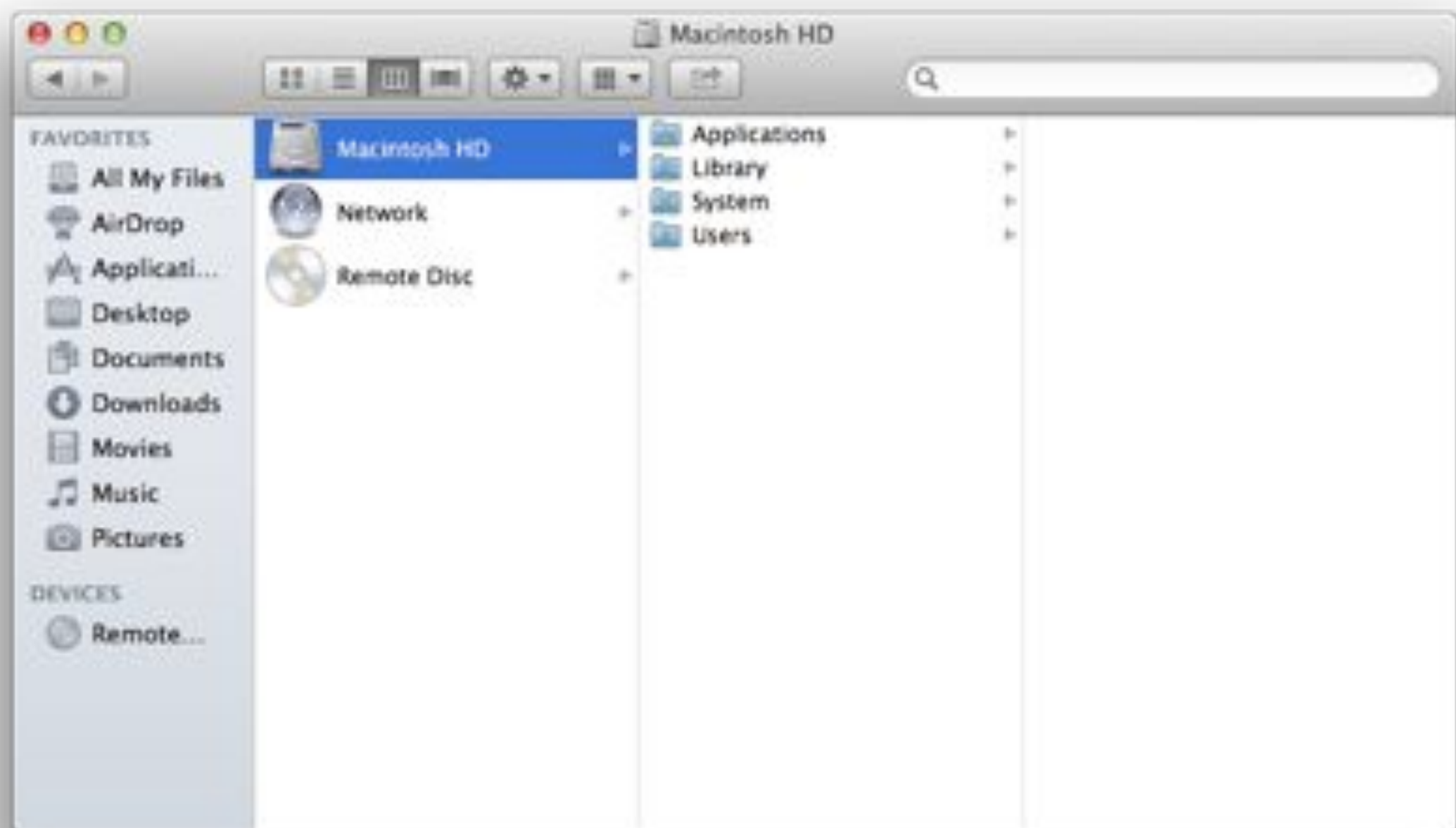
Choose Computer from the Go menu to open a new Finder window.



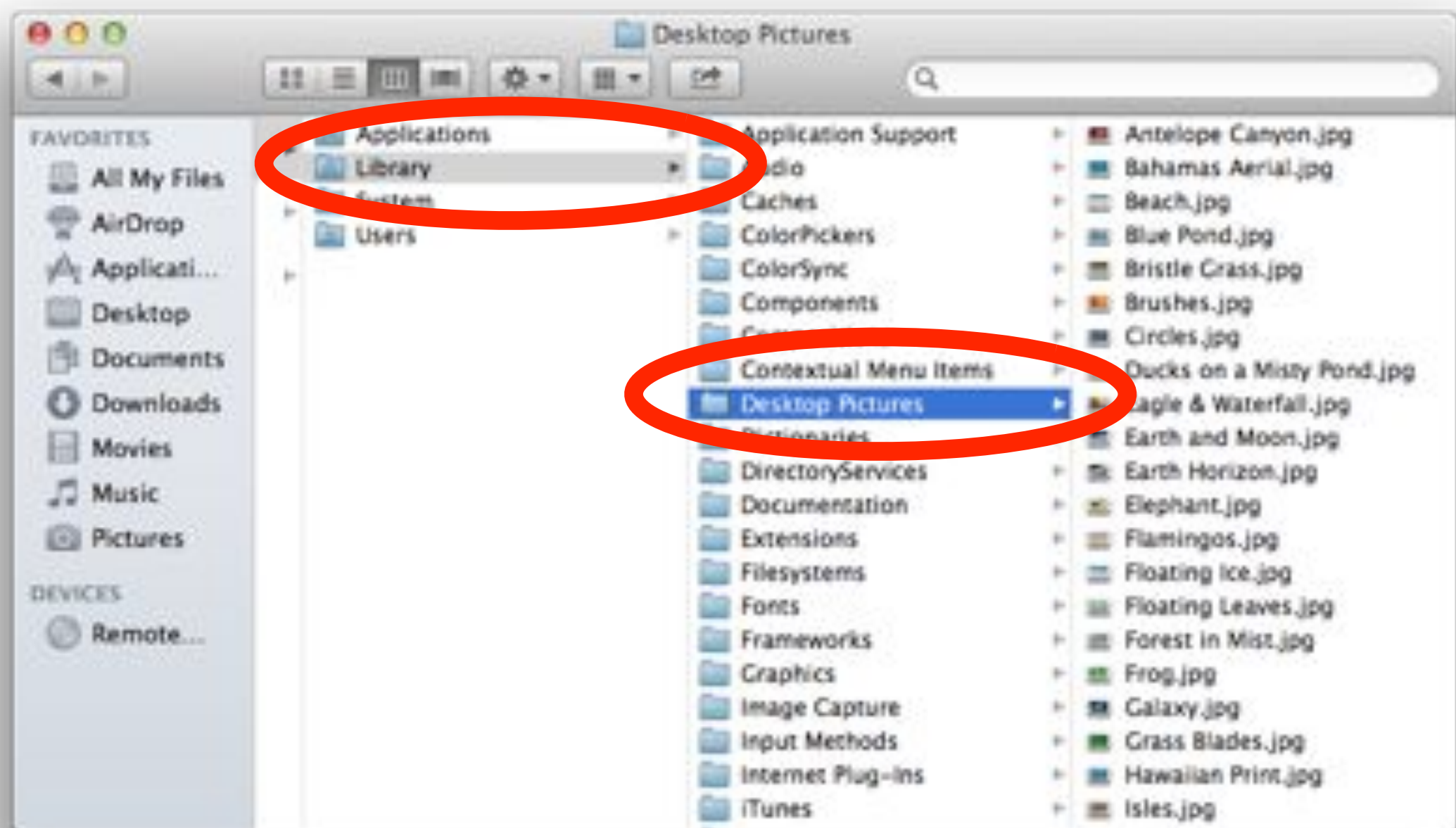
Double click on Macintosh HD to show the contents.



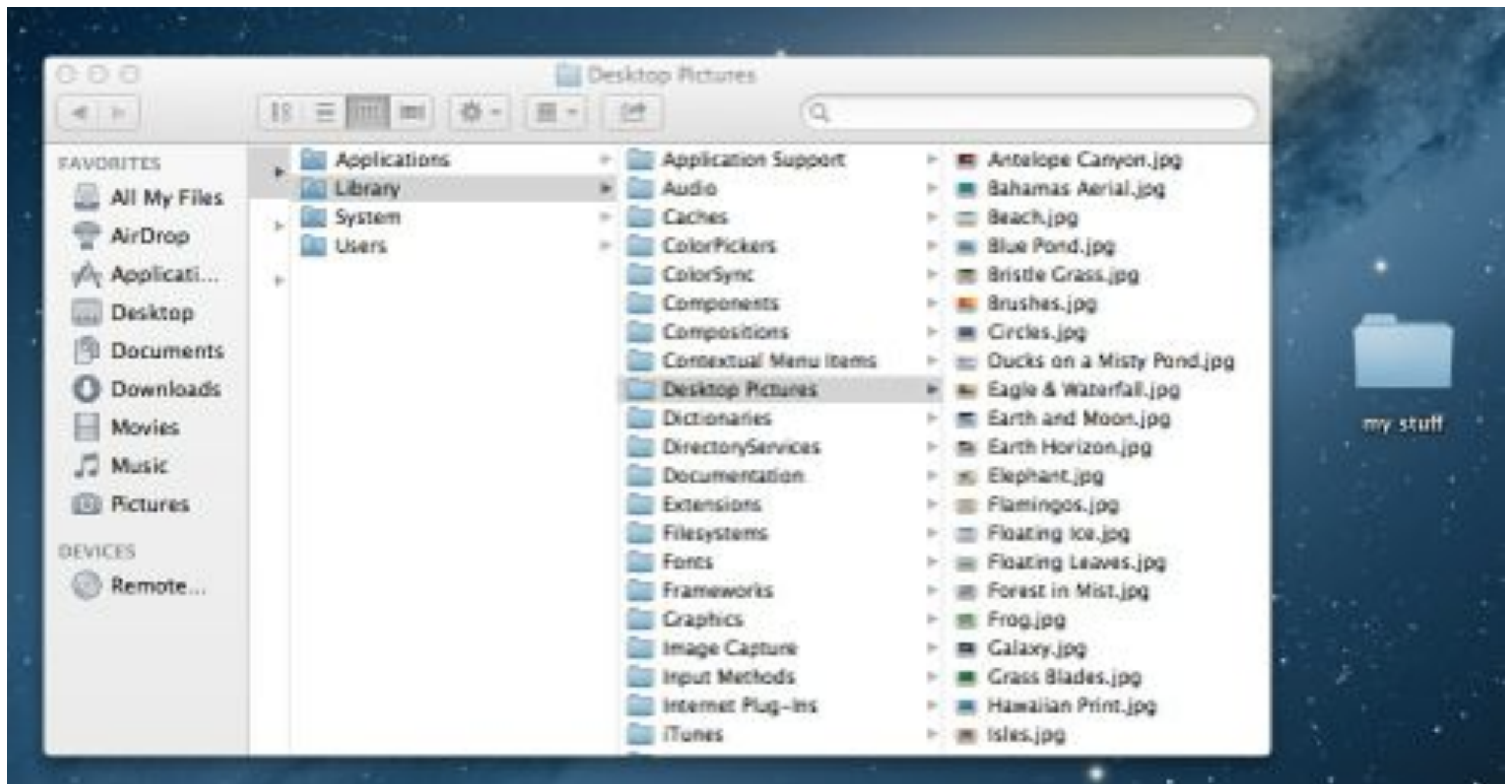
Click Column View.



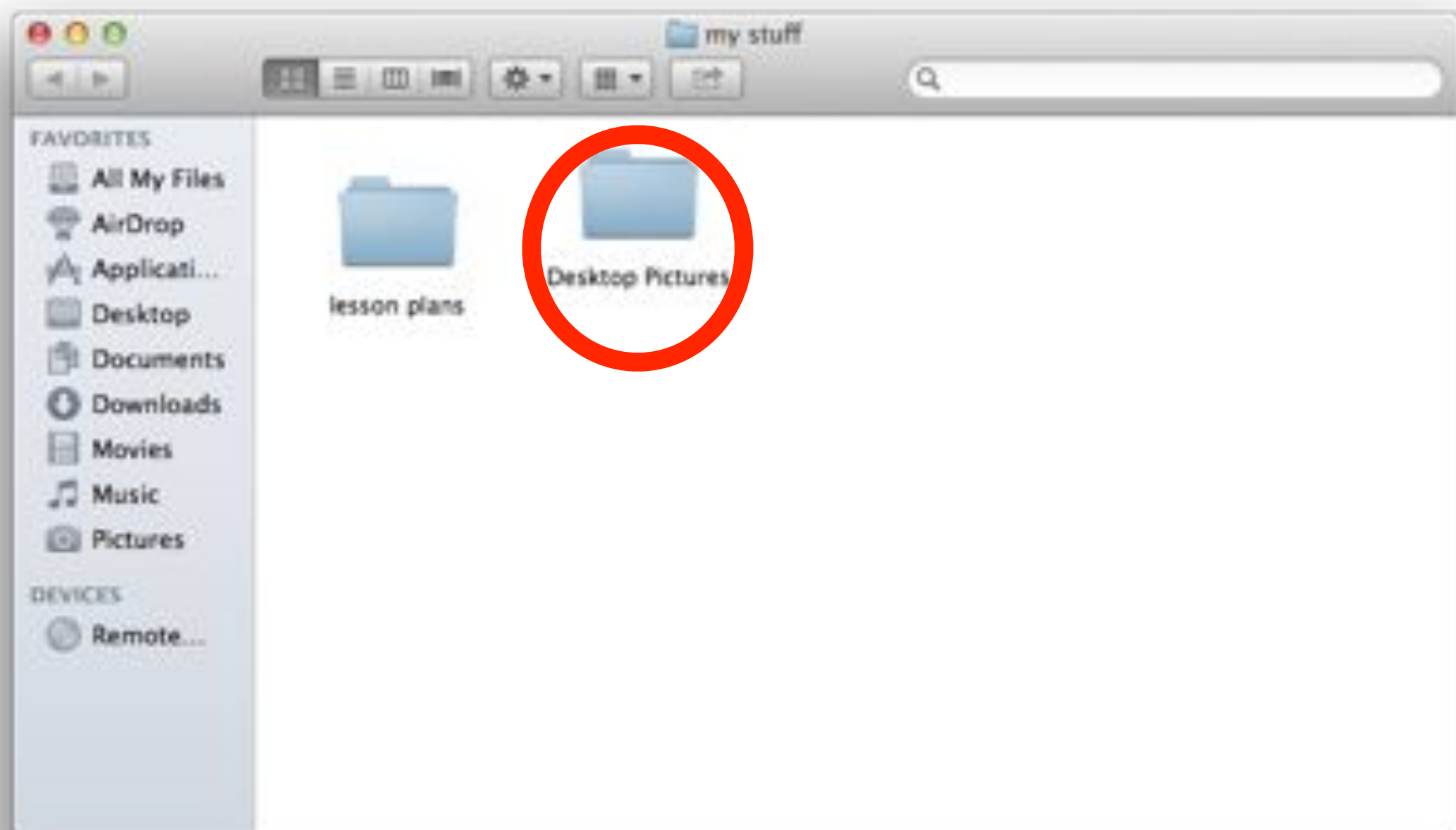
The contents of Macintosh HD are displayed in columnar format.



Click Library -> Desktop Pictures.

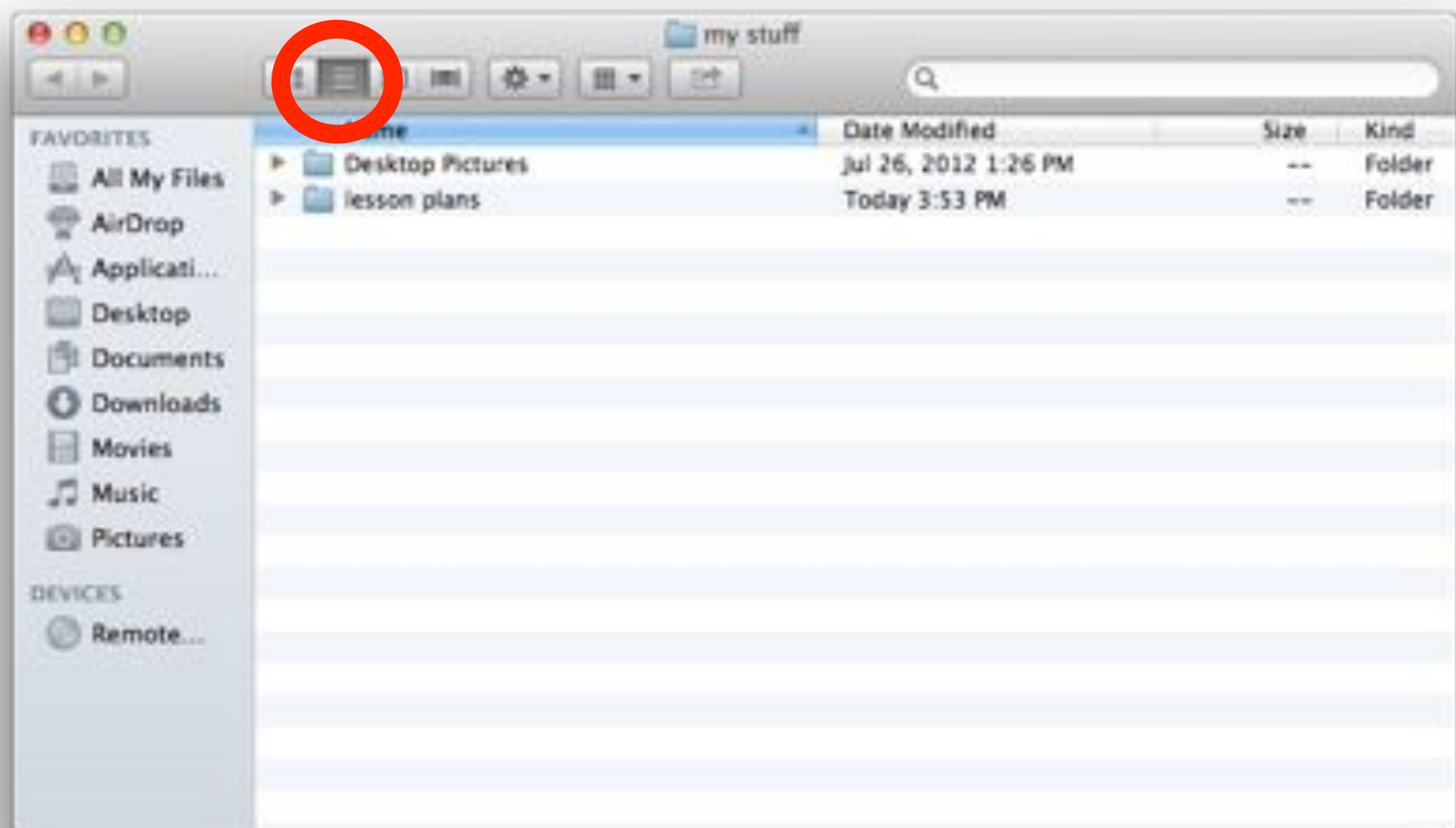


Drag Desktop Pictures to the my stuff folder.



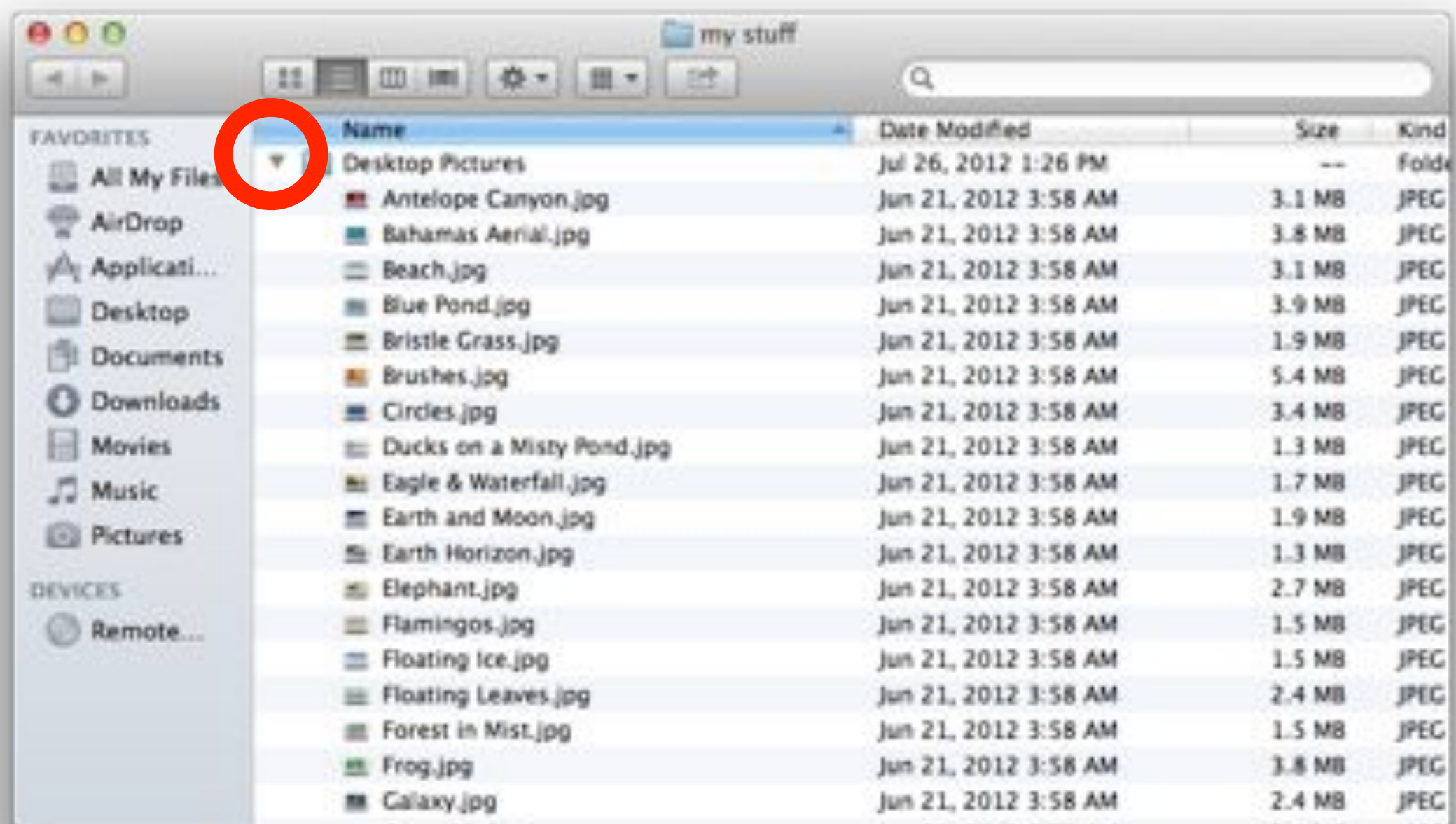
Open my stuff.

You should see lesson plans and Desktop Pictures in there.

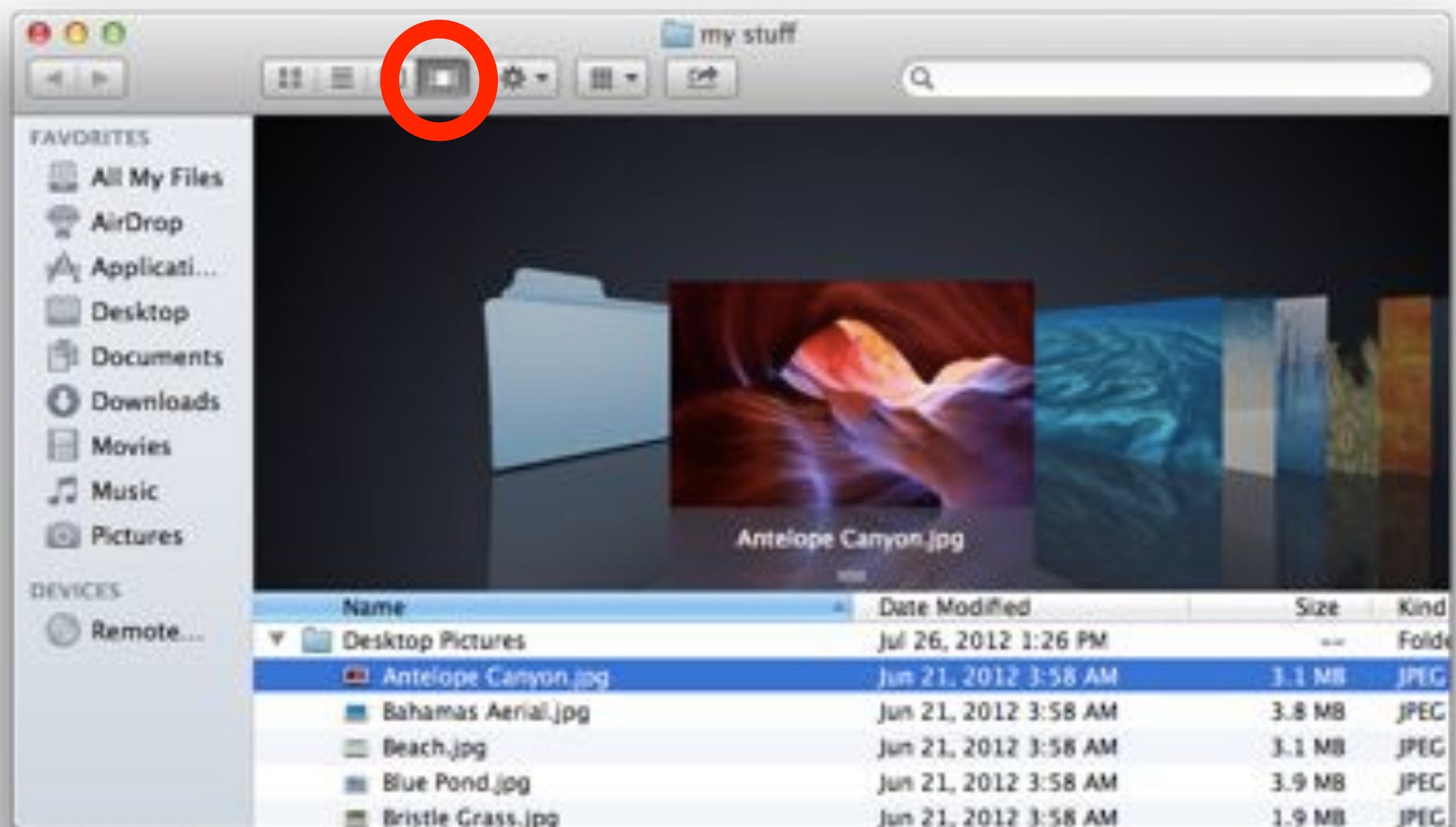


Click on List view button.

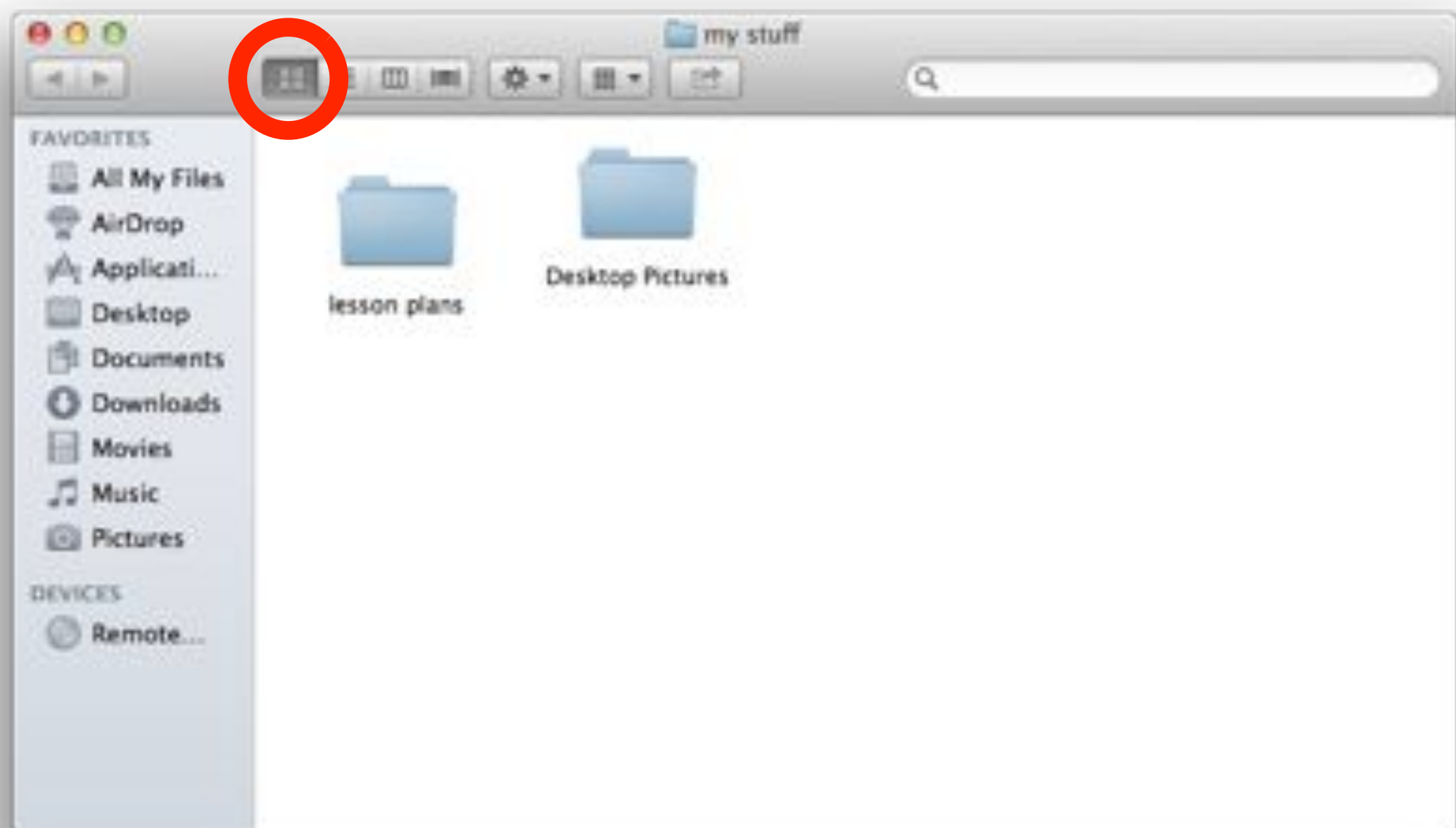
This view is most like Windows Explorer.



Click on the Triangle to the left of Desktop Pictures to show its contents.



Click Cover Flow View, you'll be able to preview the pictures inside.



Click icon view again.

1.6 Launchpad



Click on the LaunchPad icon in the Dock.



All your applications will appear. Click TextEdit.

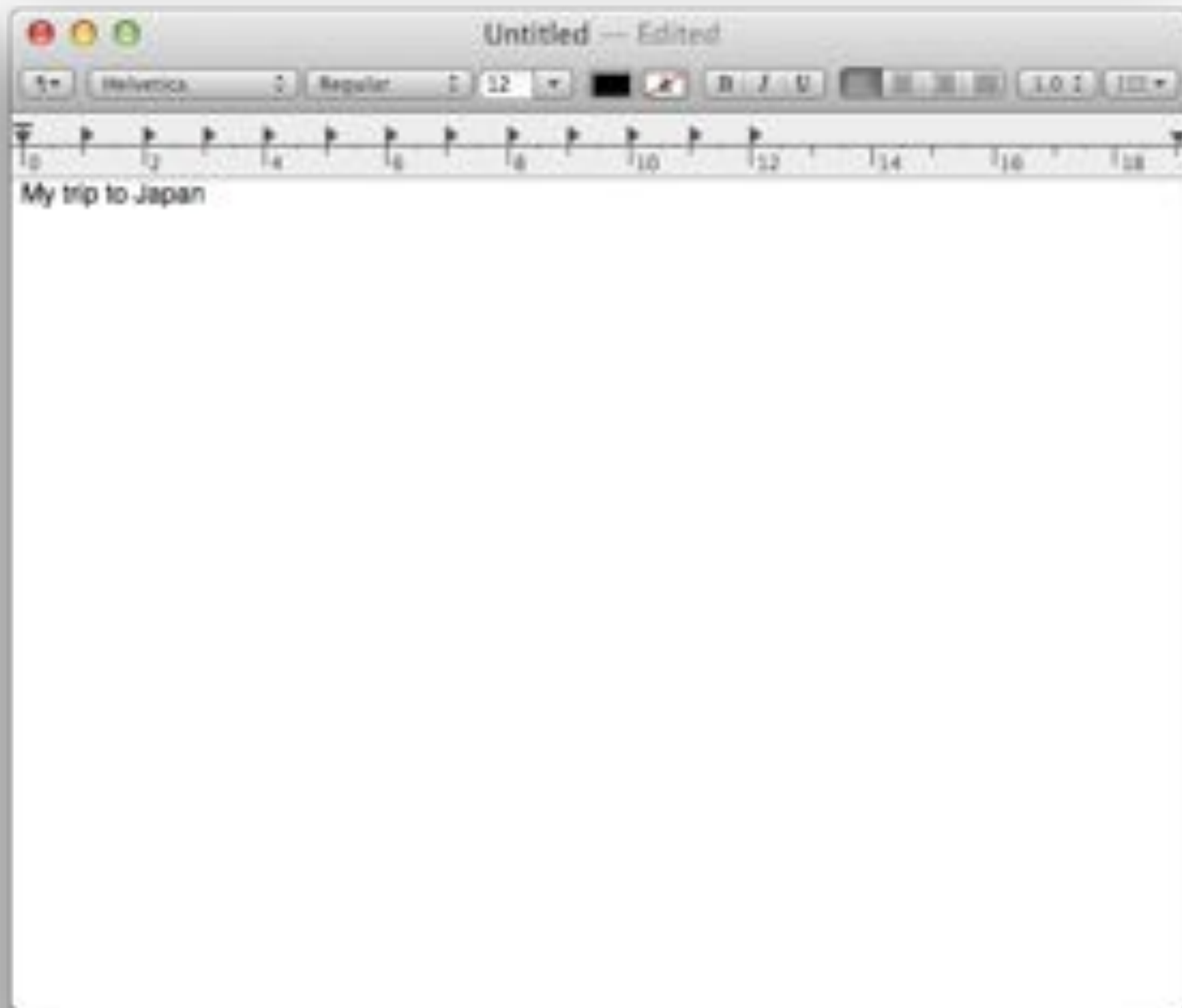
1.7 Create New File



TextEdit launches. You'll see a white light under the TextEdit icon.

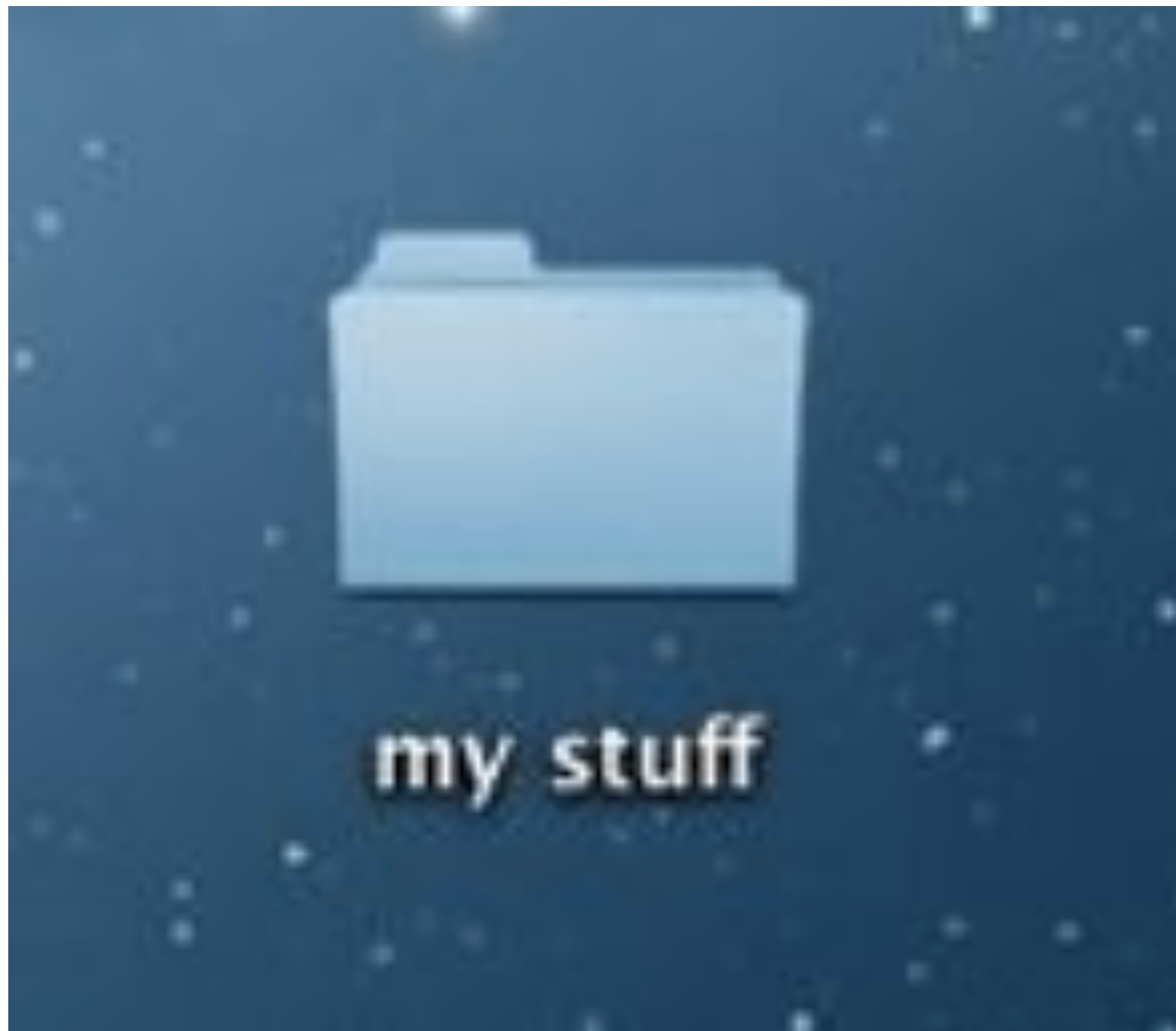


If you right-click on TextEdit then you will see a menu, choose Keep in Dock so that the TextEdit icon is always in the Dock.

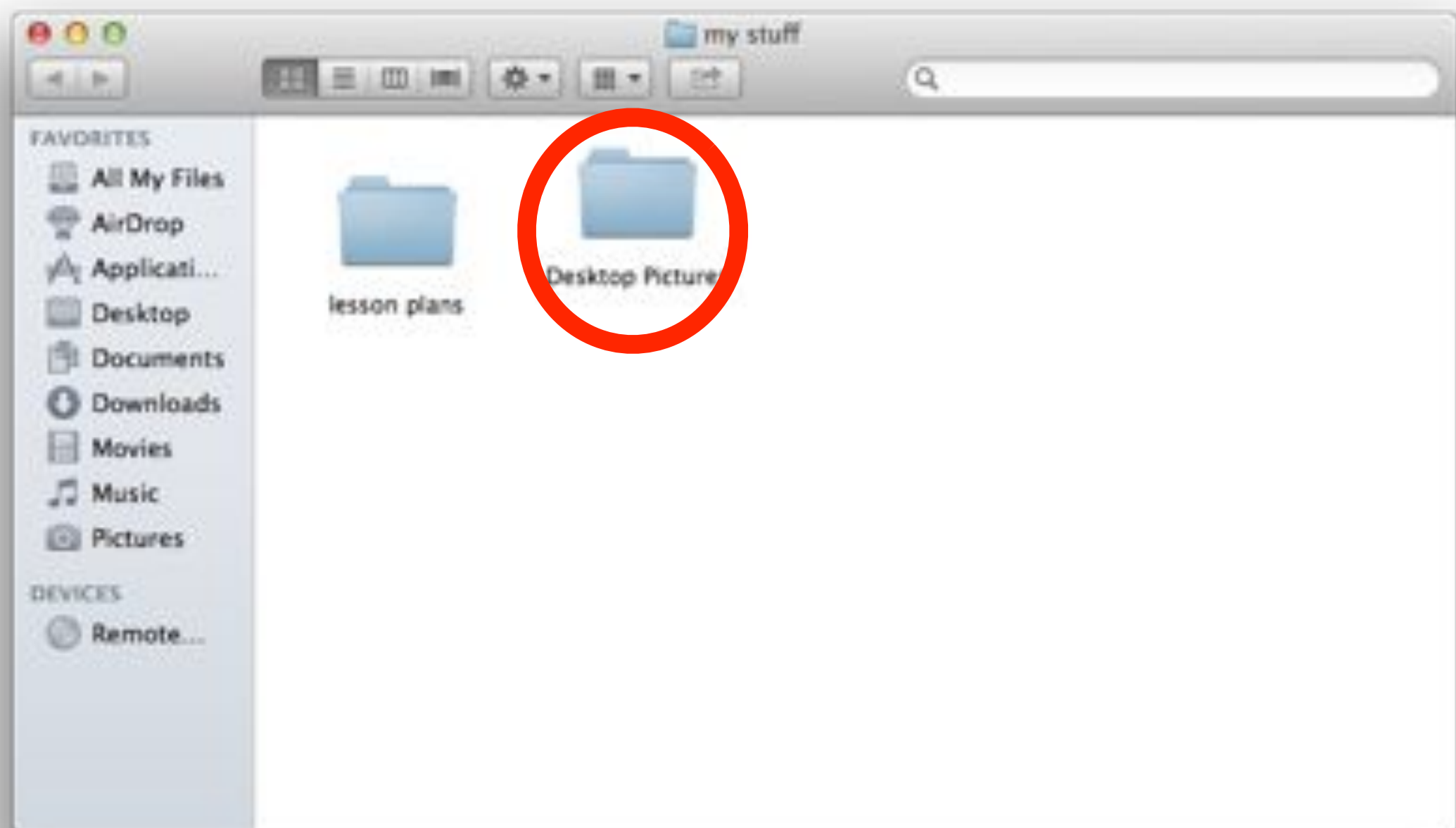


Type in a few sentences. You can try the following keyboard shortcuts.

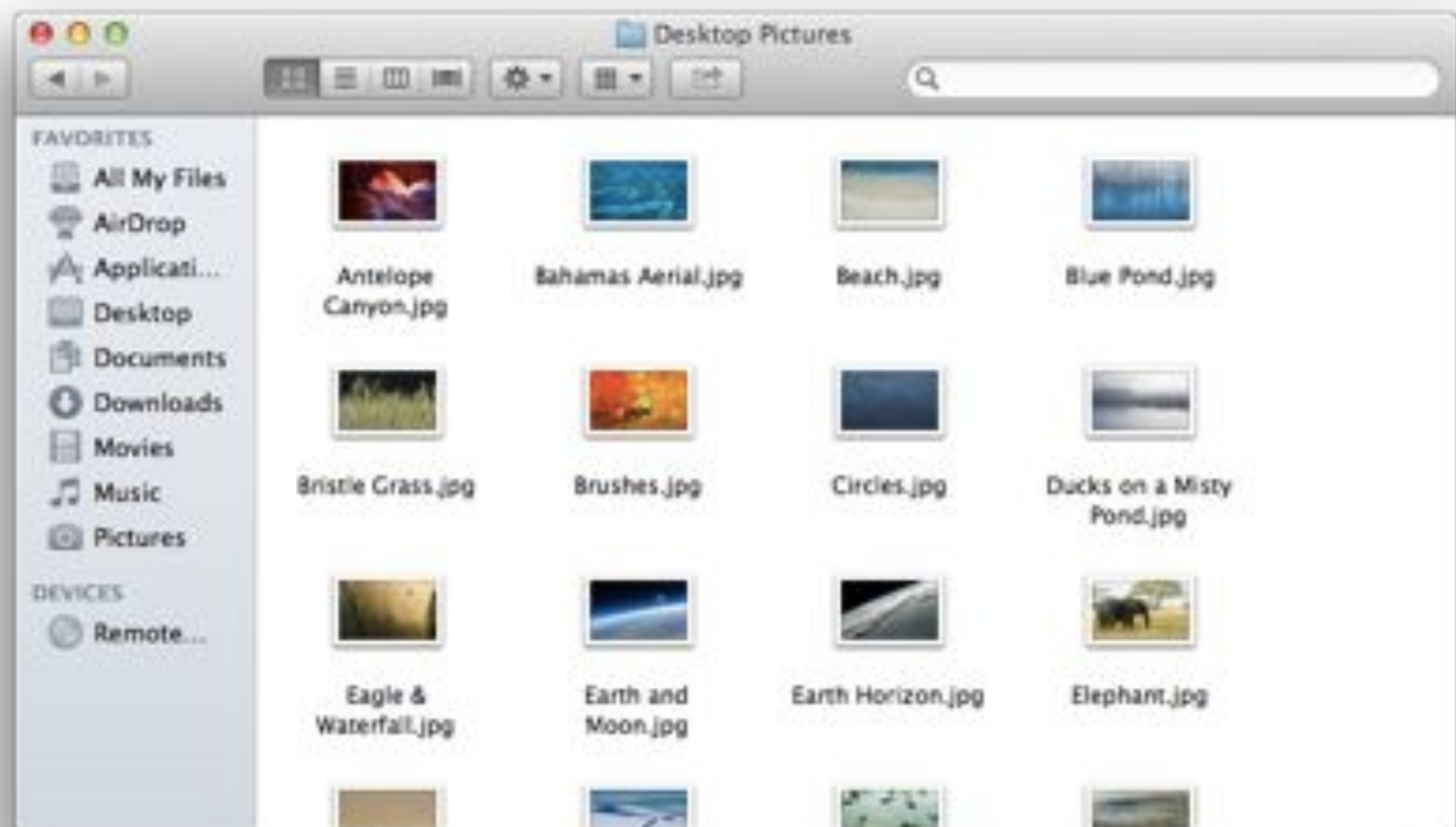
Command-X	Cut
Command-V	Paste
Command-C	Copy
delete	Backspace
fn-delete	Delete



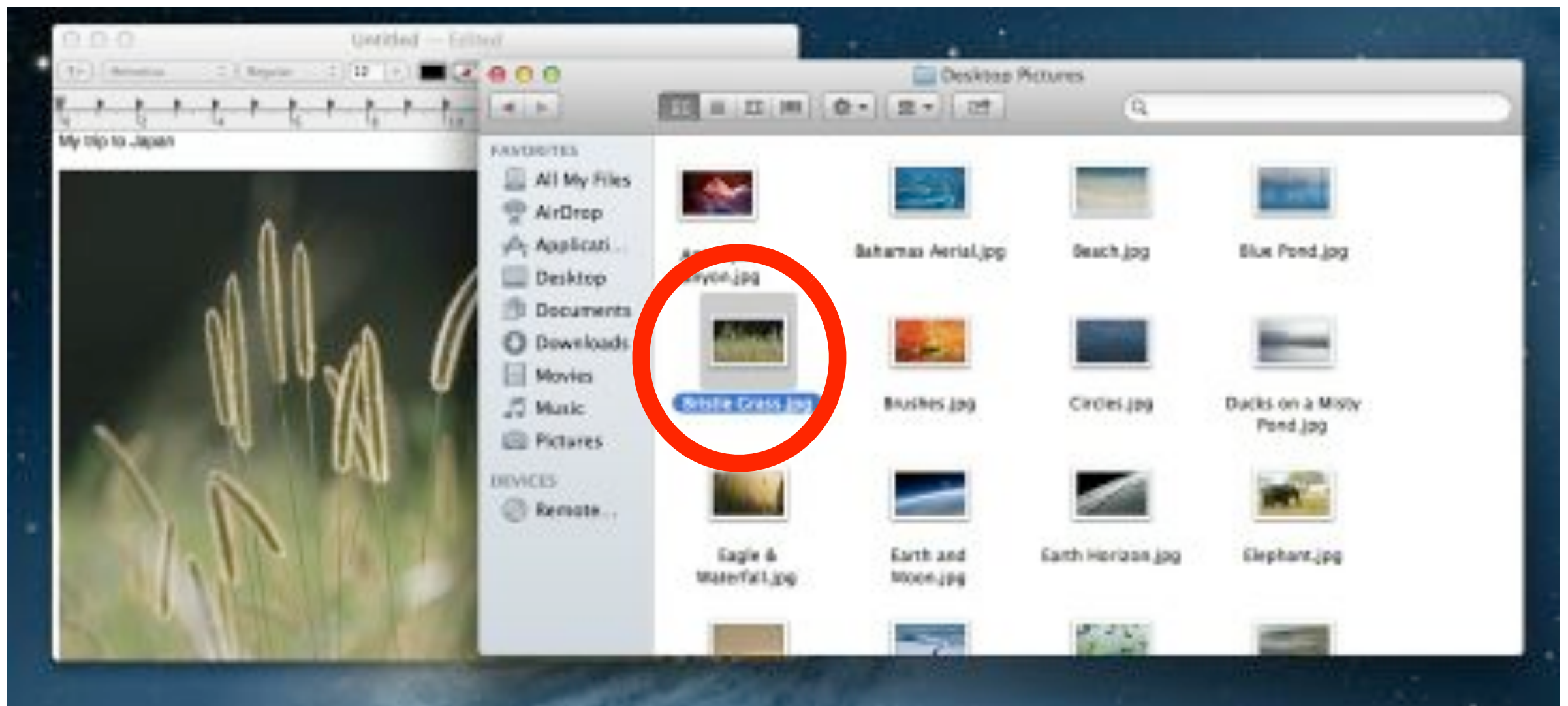
Click on the Desktop and locate the my stuff folder.



Open the my stuff folder.

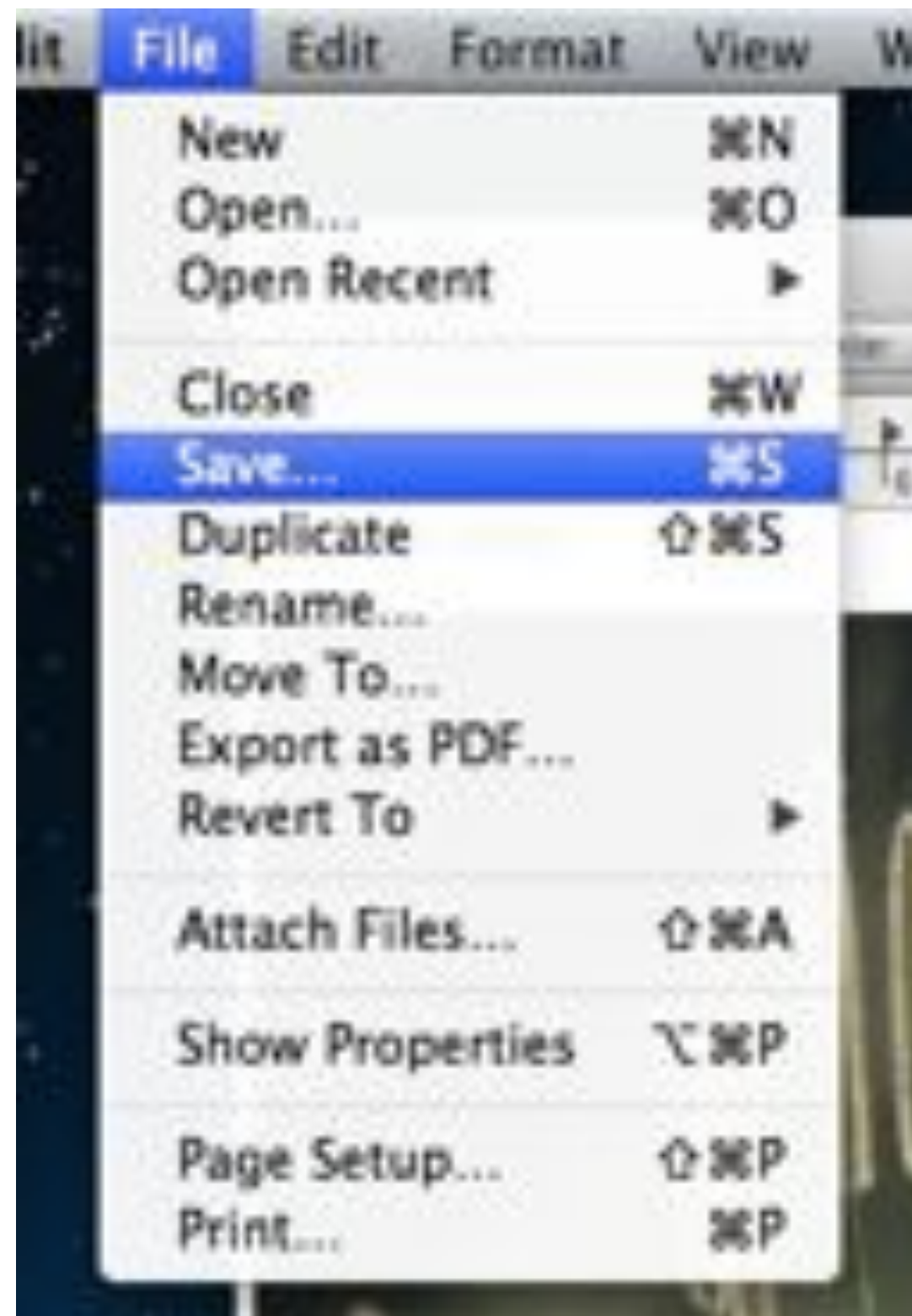


Open the Desktop Pictures folder.

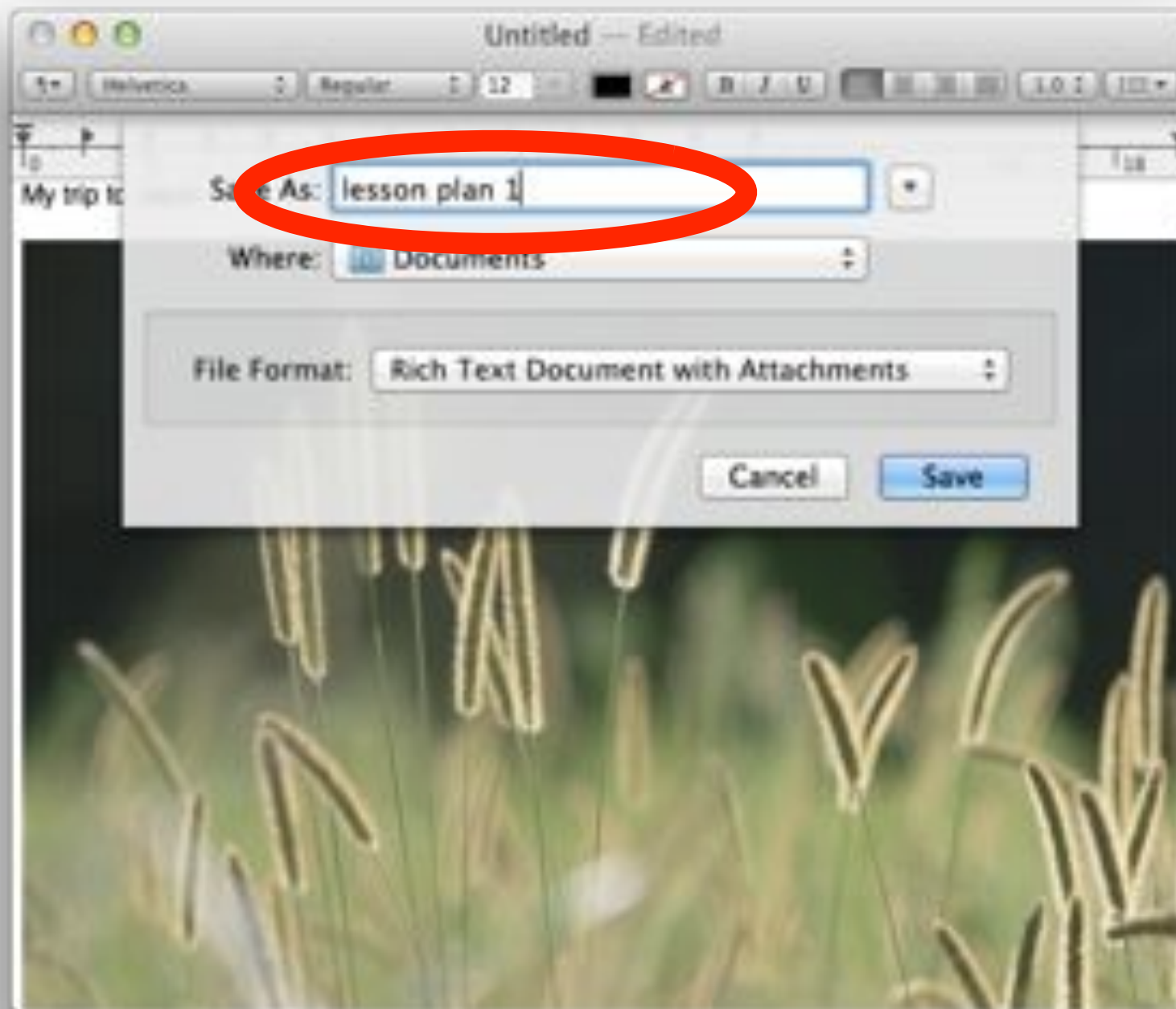


Drag a picture into the TextEdit document. This is called 'drag-and-drop'.

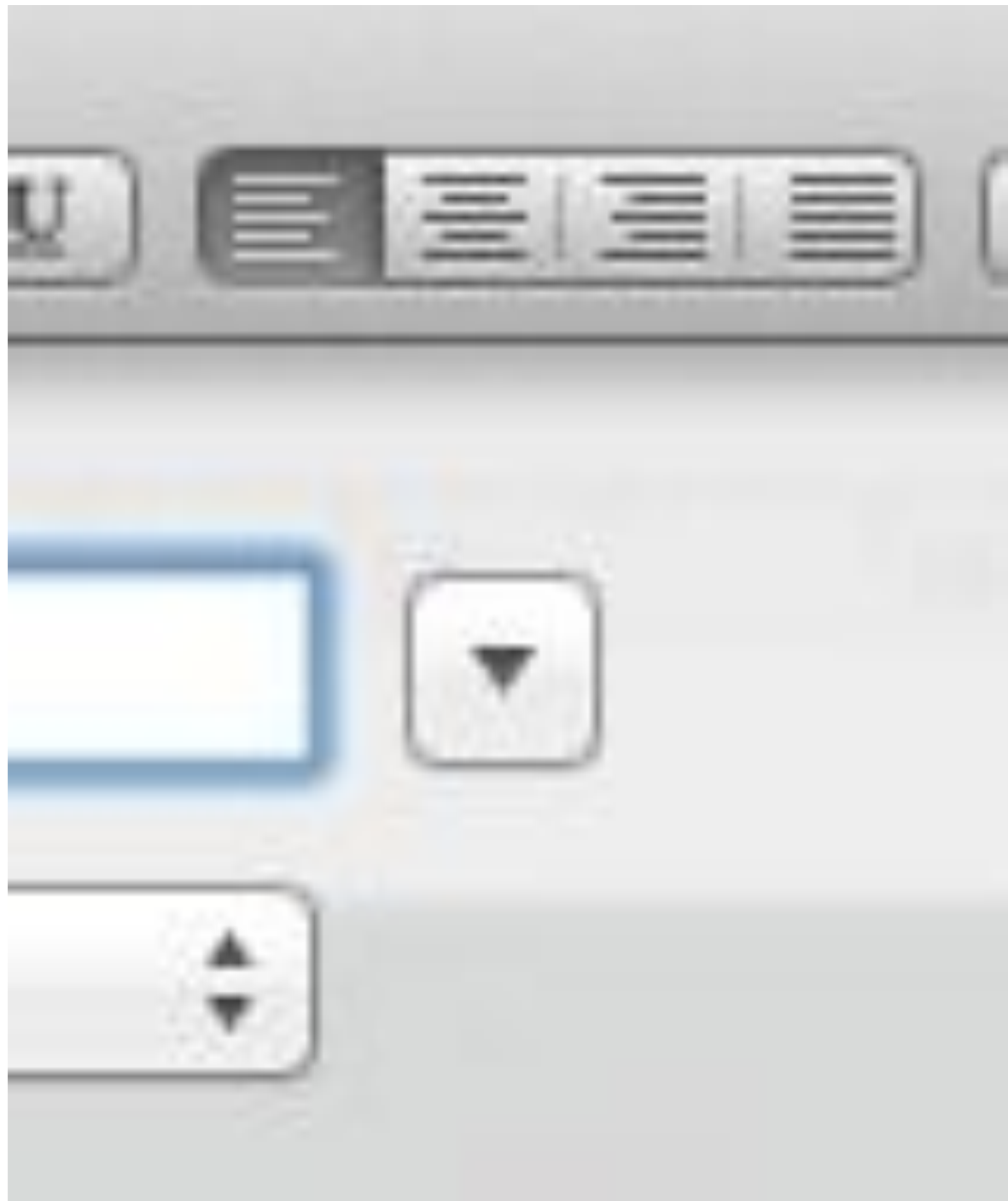
1.8 Auto Save and Versions



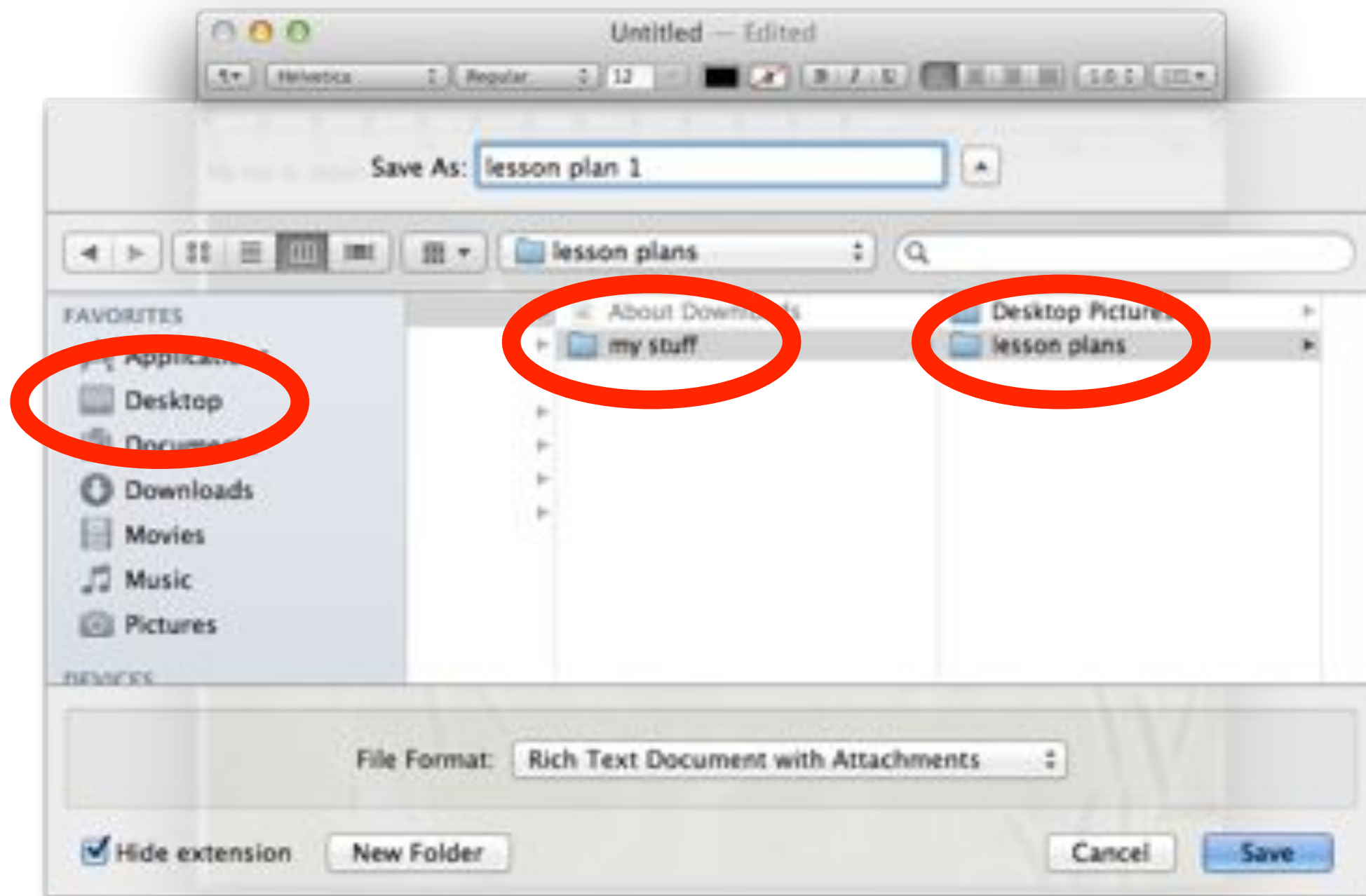
Choose Save from the File menu.



Change the name to lesson plan 1.



Click on the black triangle in the box to expand the window.

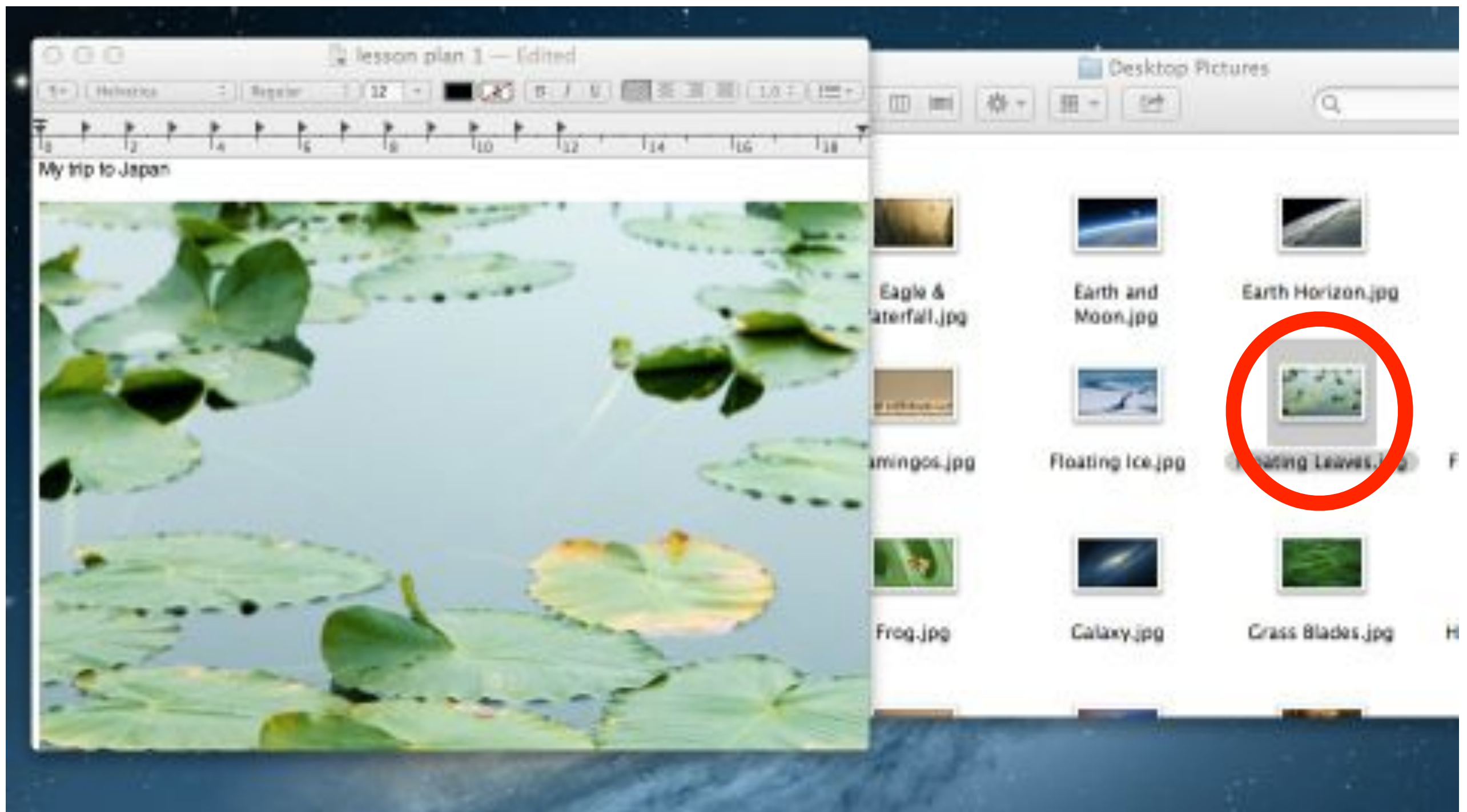


Click Column view. Choose Desktop, then click my stuff, then click lesson plans.

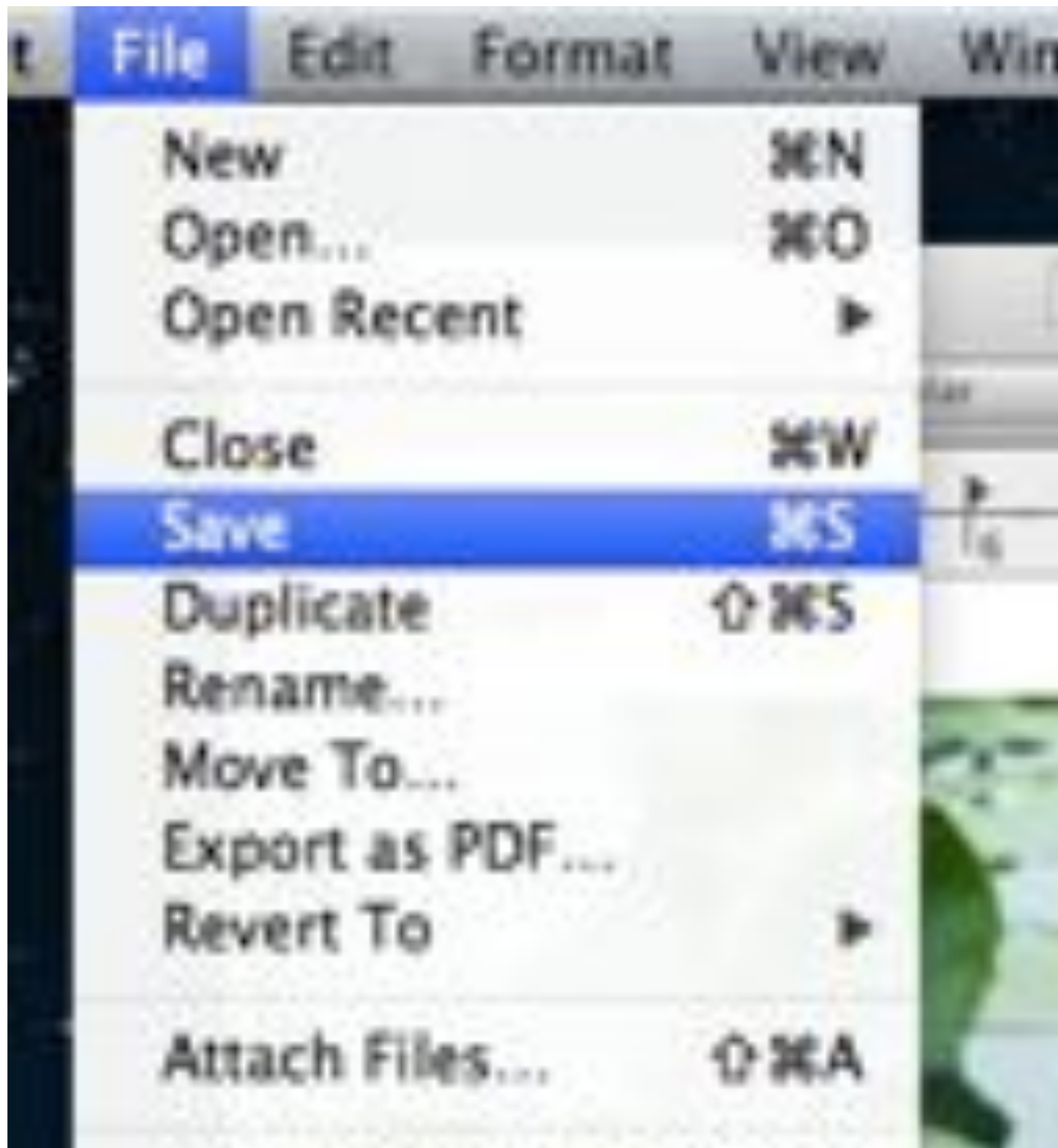
Click Save.



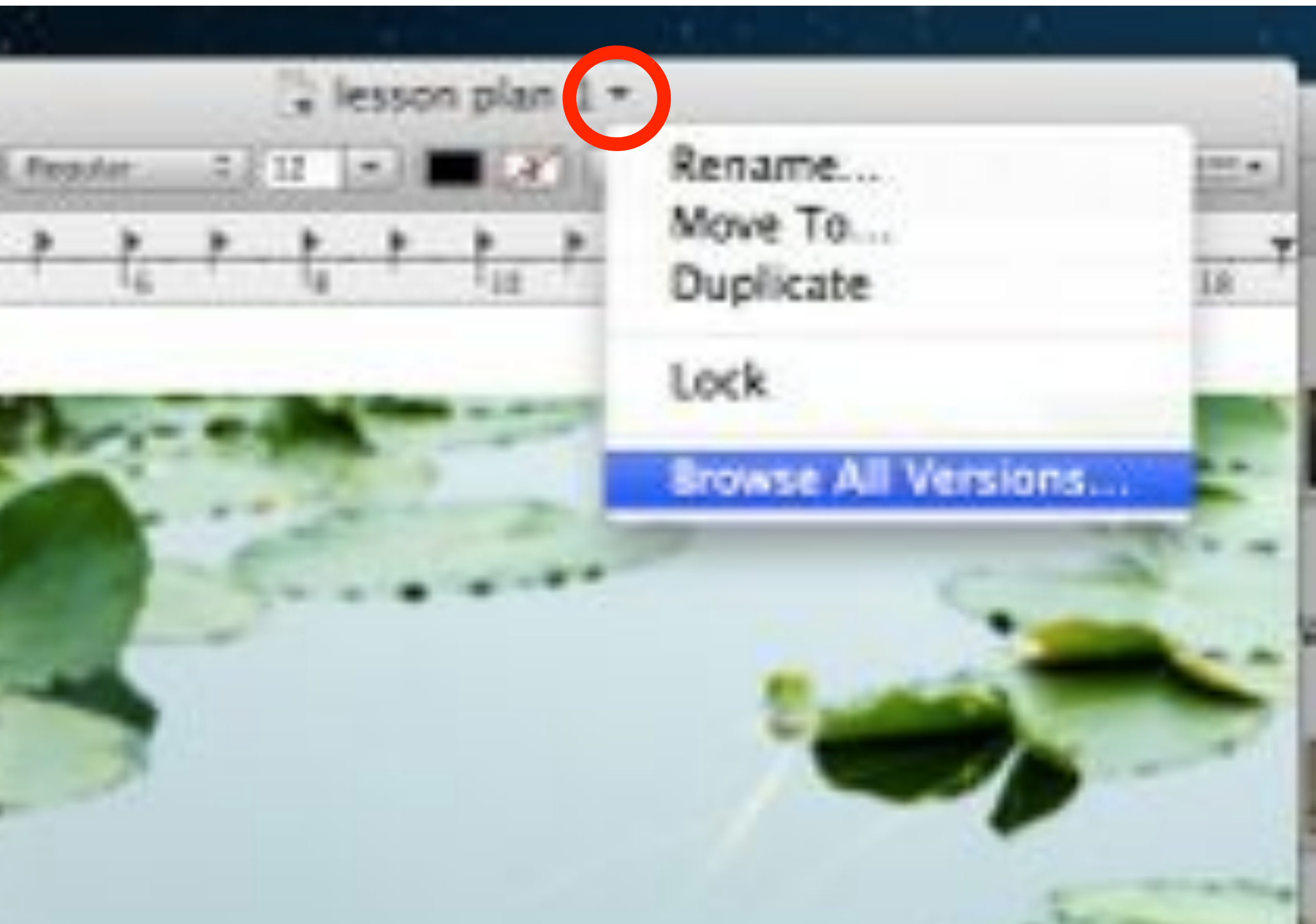
Now let's change the picture to another picture. If the last thing you did before saving was dragging in the picture, choose Undo Drag from the Edit menu. Otherwise select the picture and press the Delete key on the Keyboard.



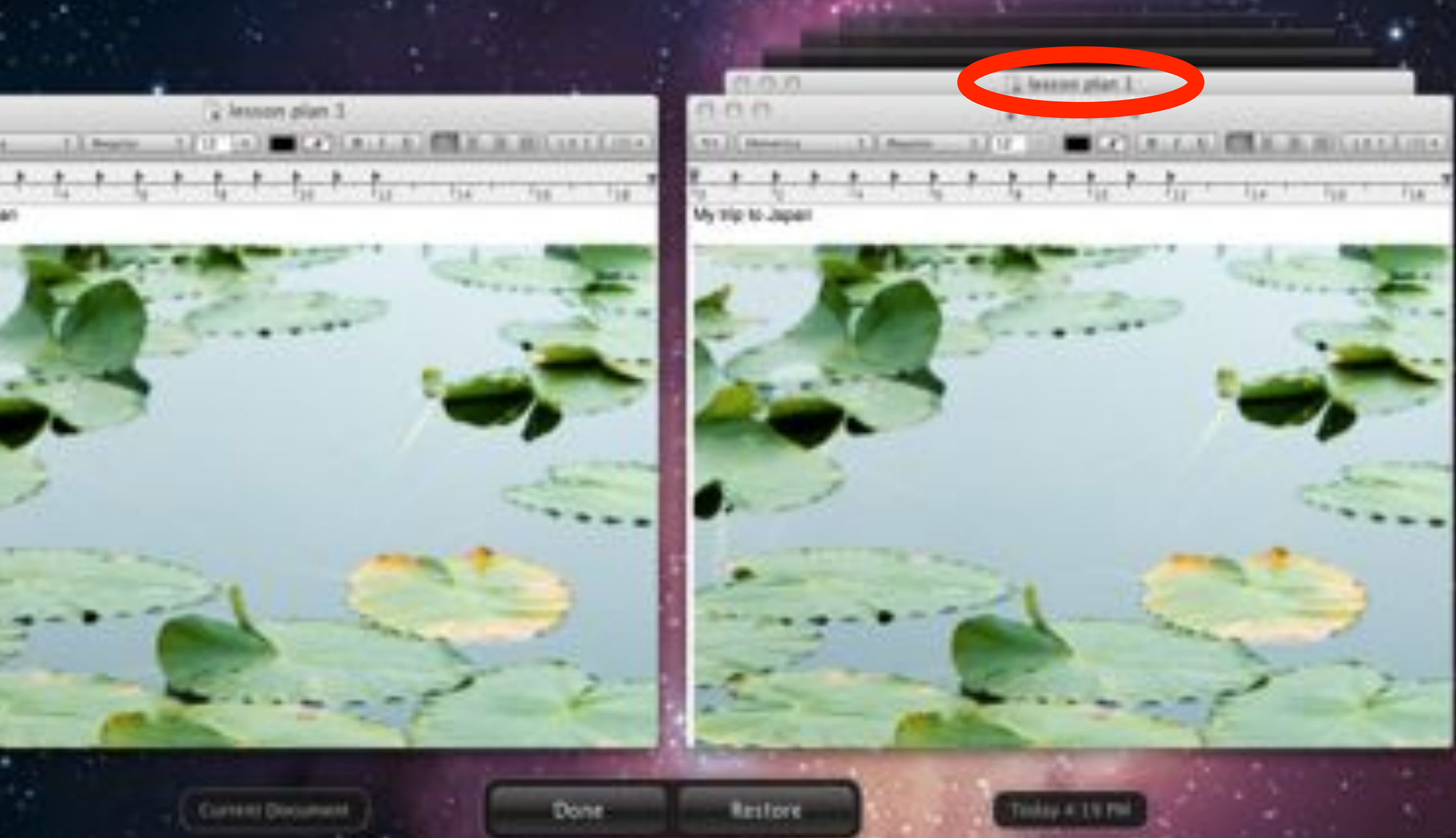
Drag in a new picture from the Desktop Pictures folder.



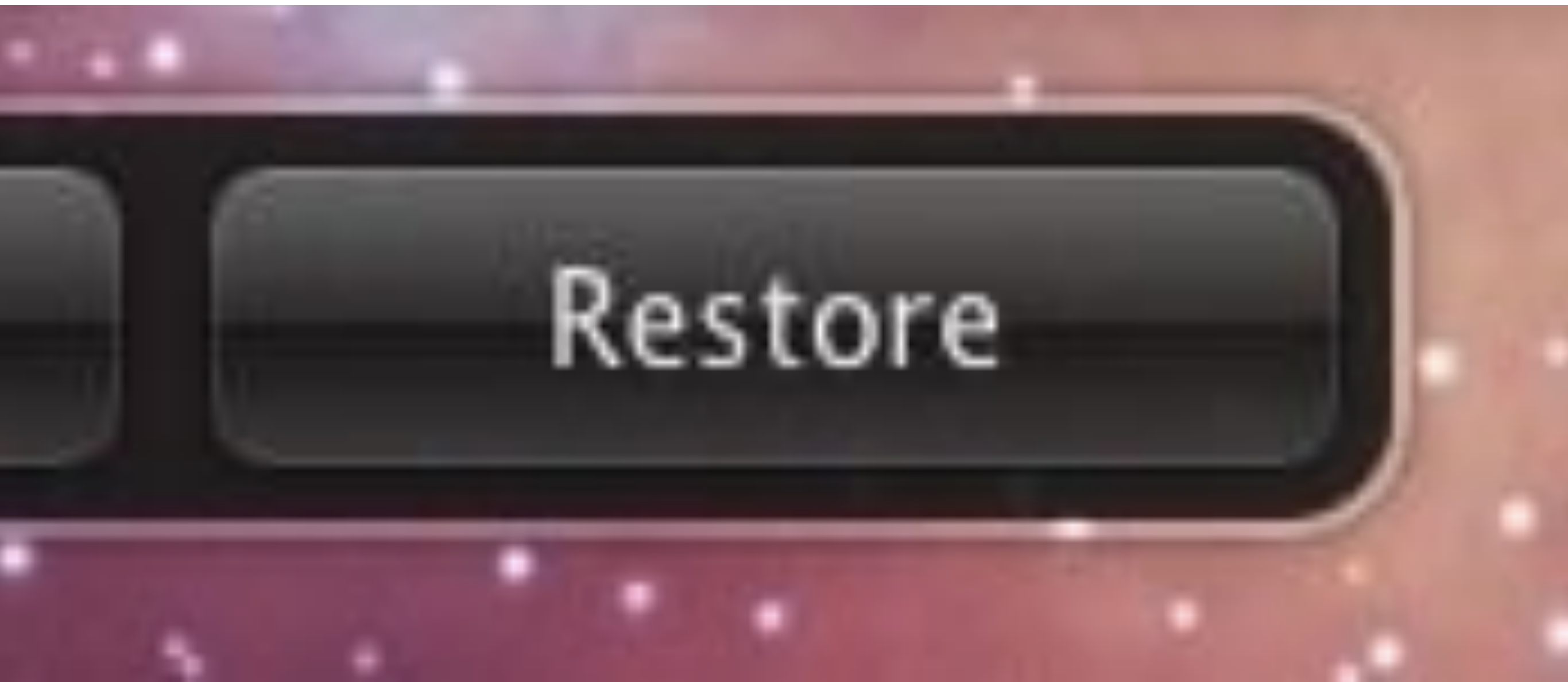
Choose Save from the File menu. A second version of the file will be saved.



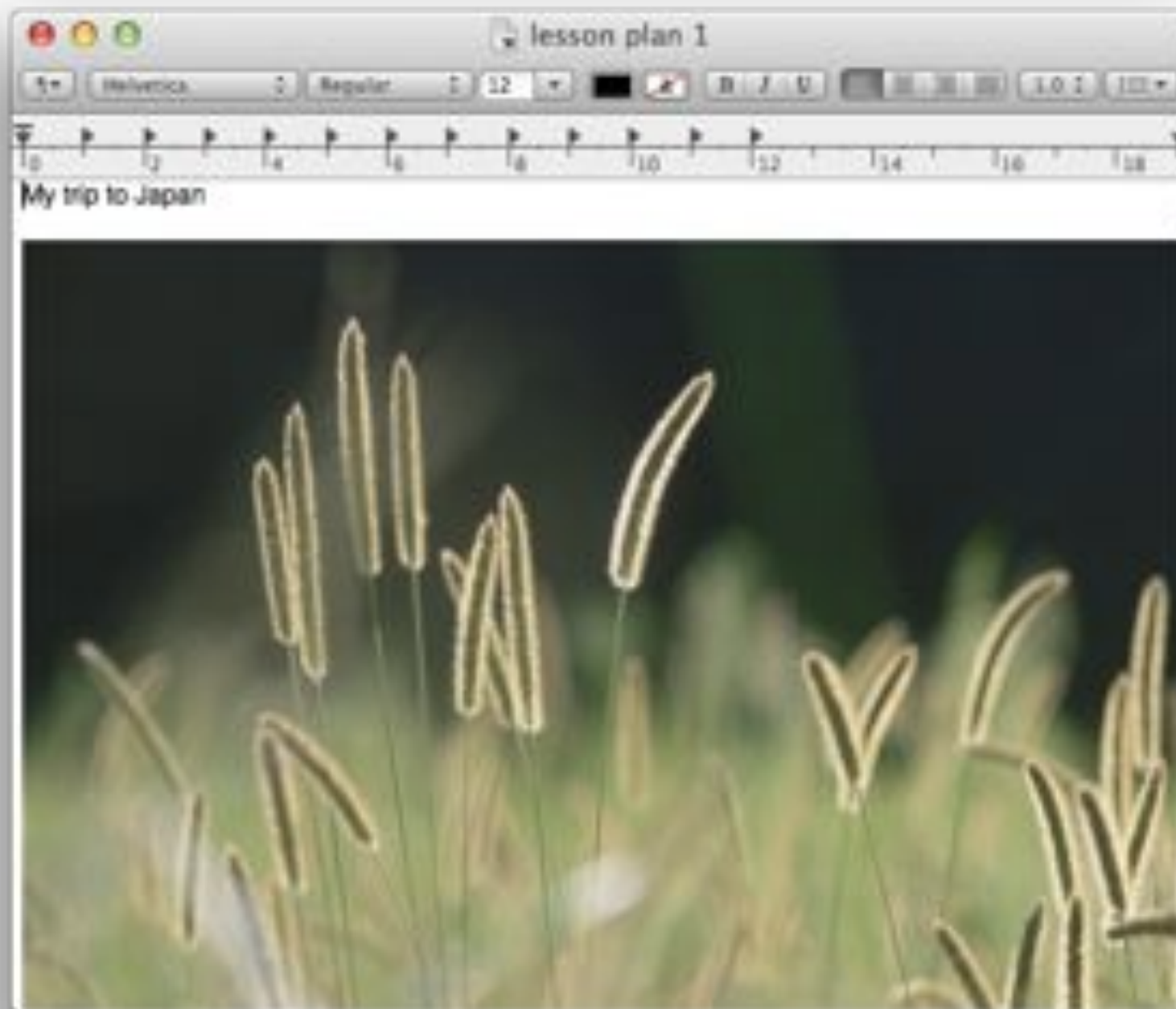
Move your cursor to the right of the file name, and you will see a small arrow appear. Click it and choose Browse All Versions...



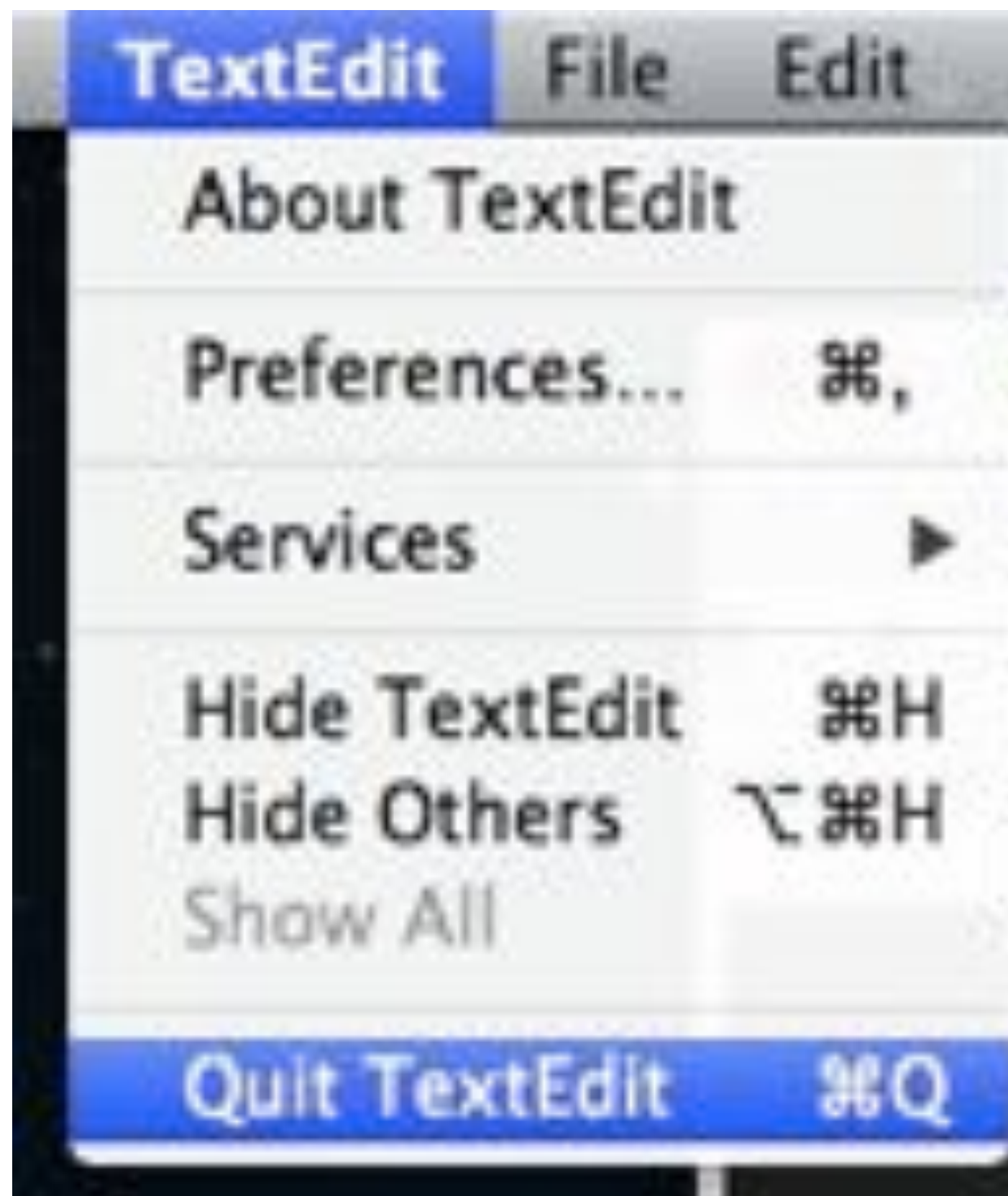
The previous versions of the file will be displayed to the right of the file. Click on the title of the previous version of the document (behind the current version) to display it.



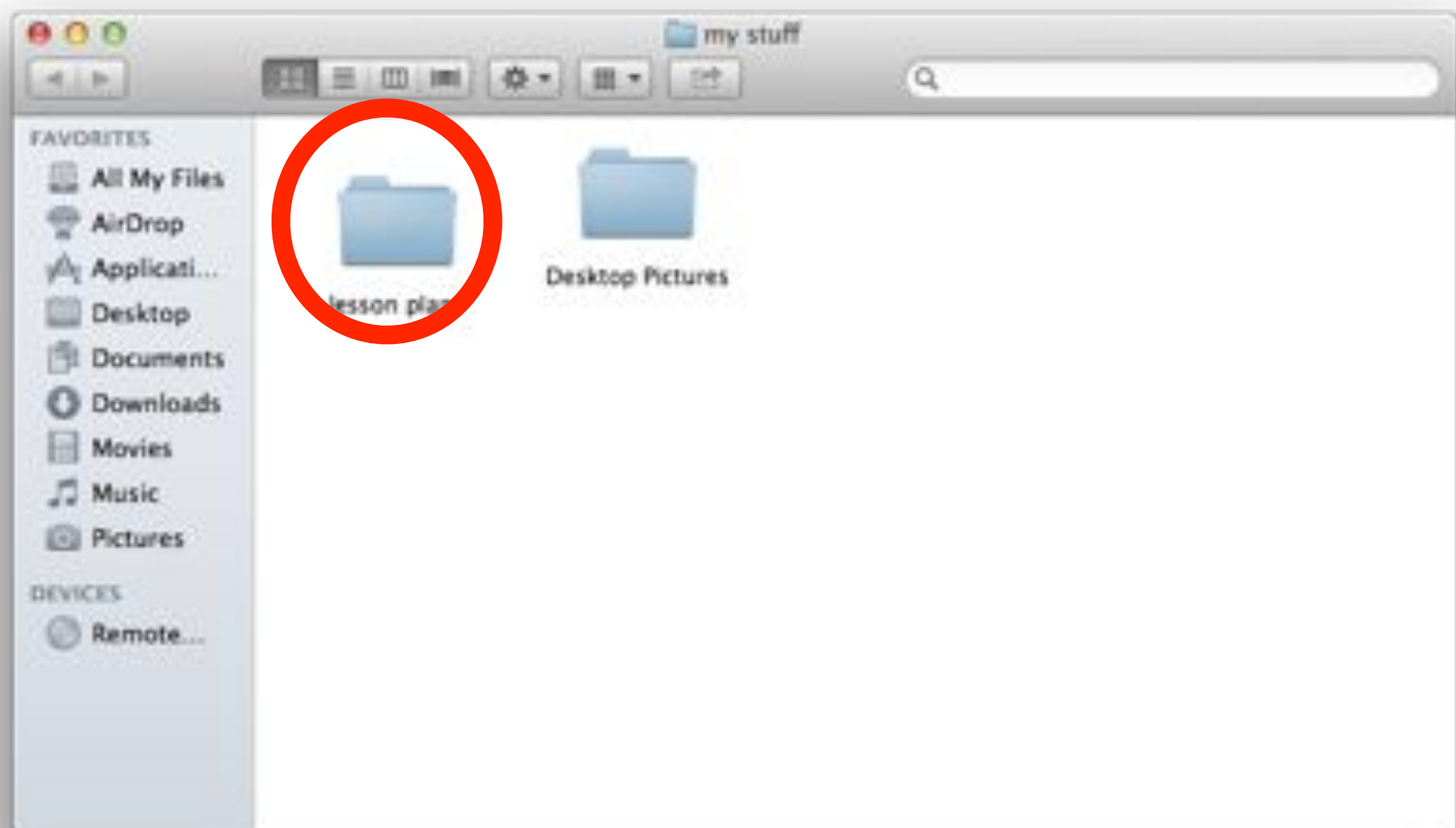
Click Restore.



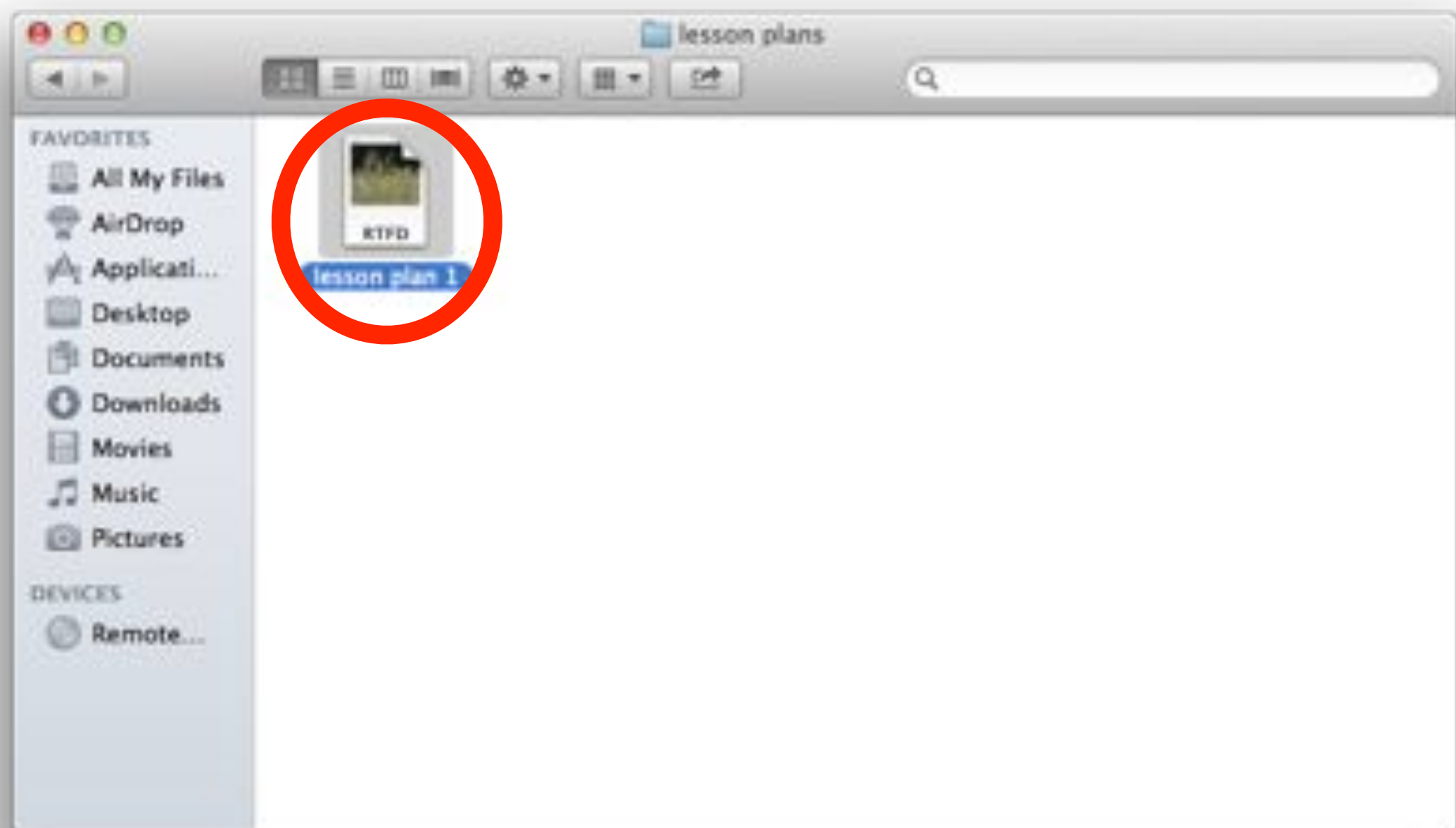
The previous version of the document is restored. This works in TextEdit, Preview, Keynote, Numbers and Pages. Microsoft Office does not support this yet.



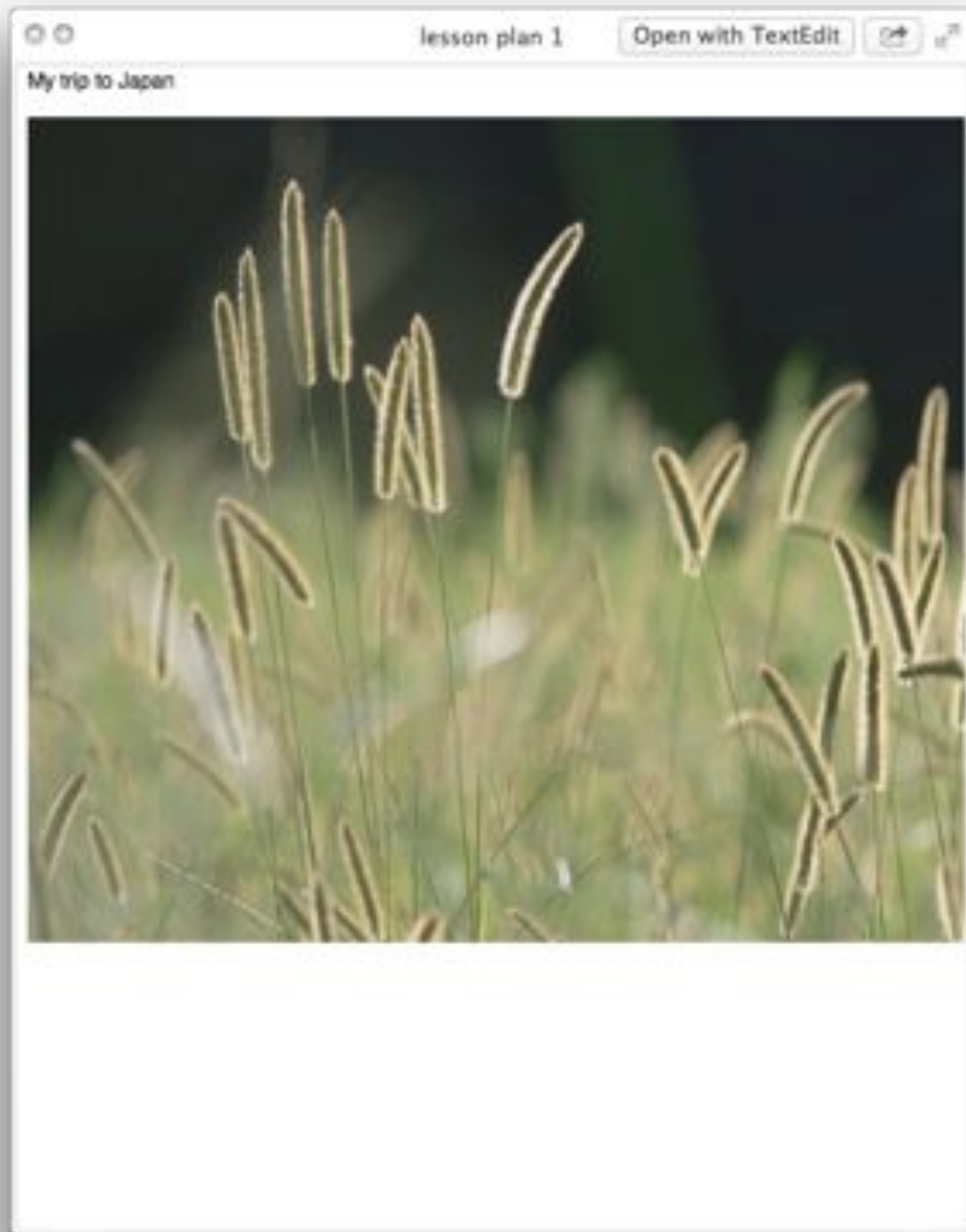
Choose Quit from the TextEdit menu.



Open the lesson plans folder.

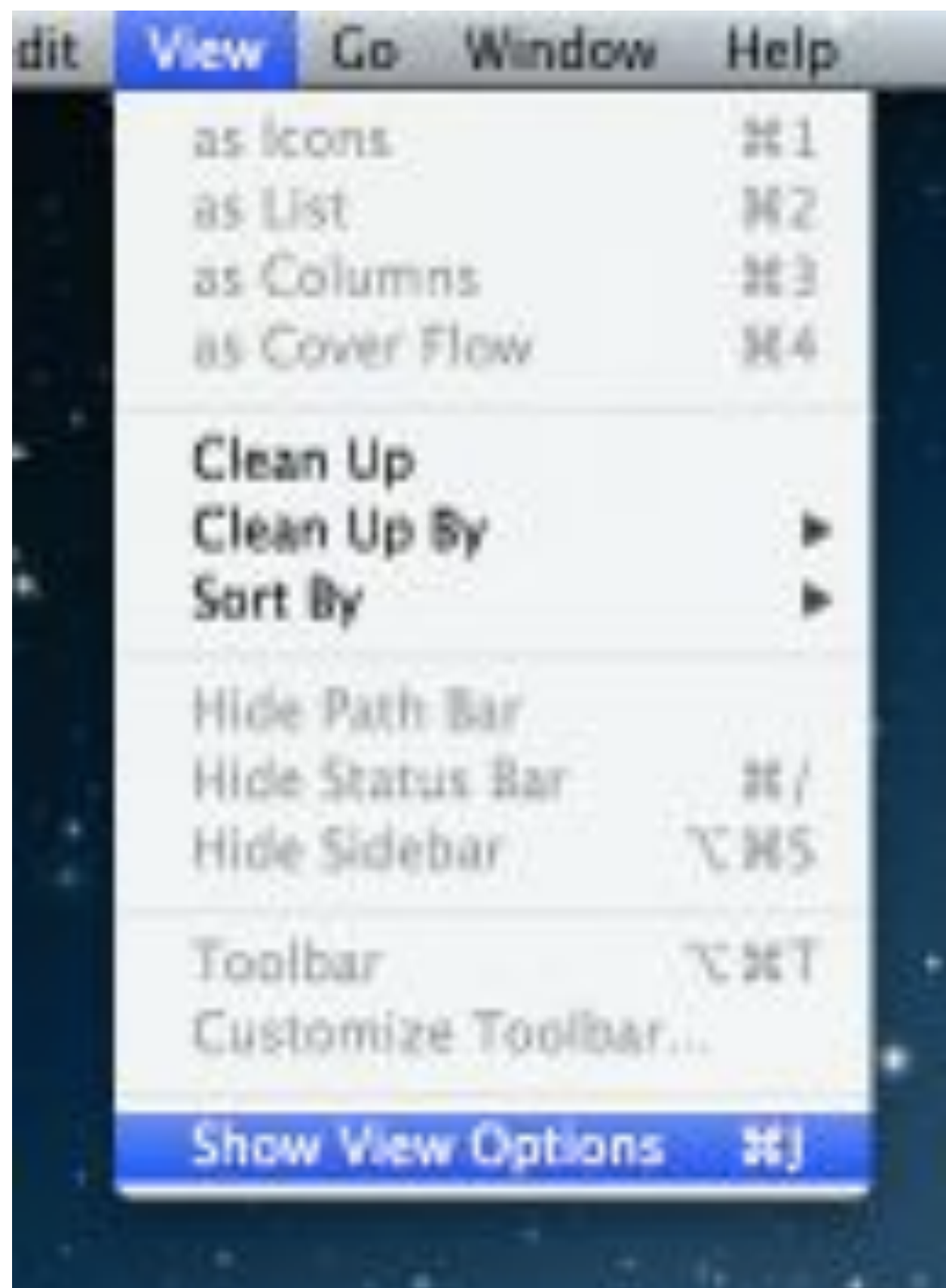


You can see the file you just saved there.

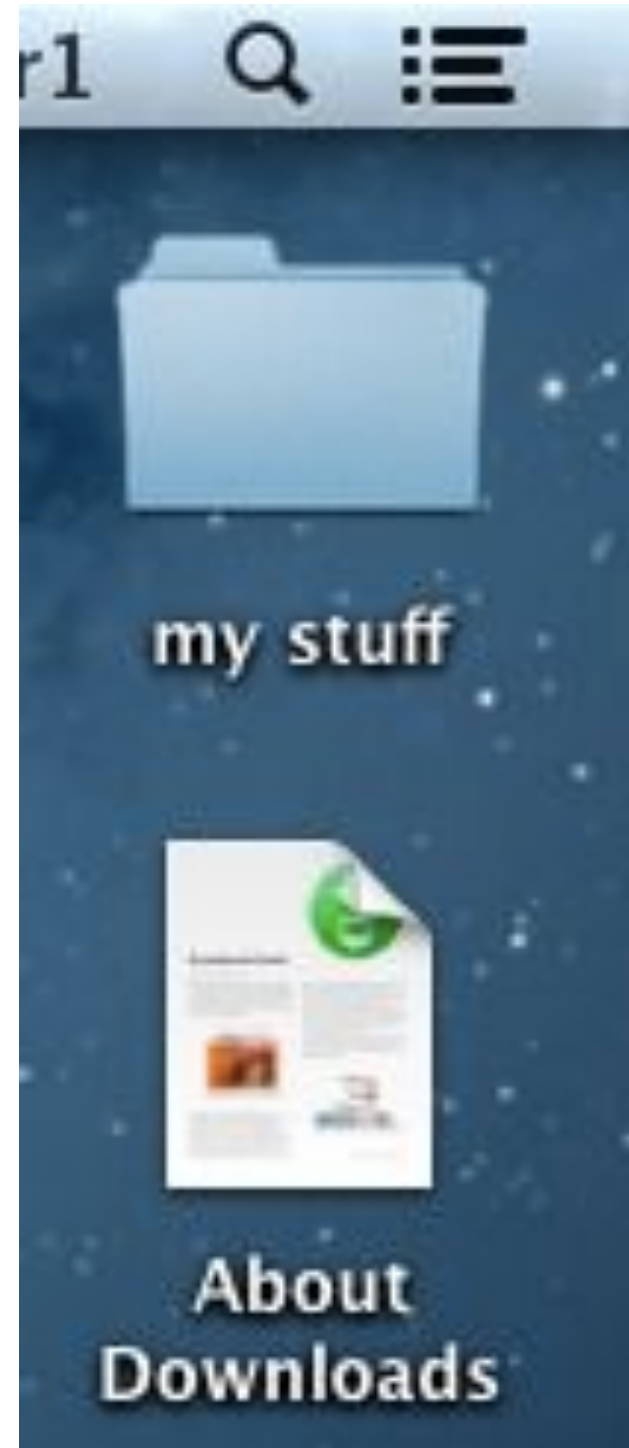
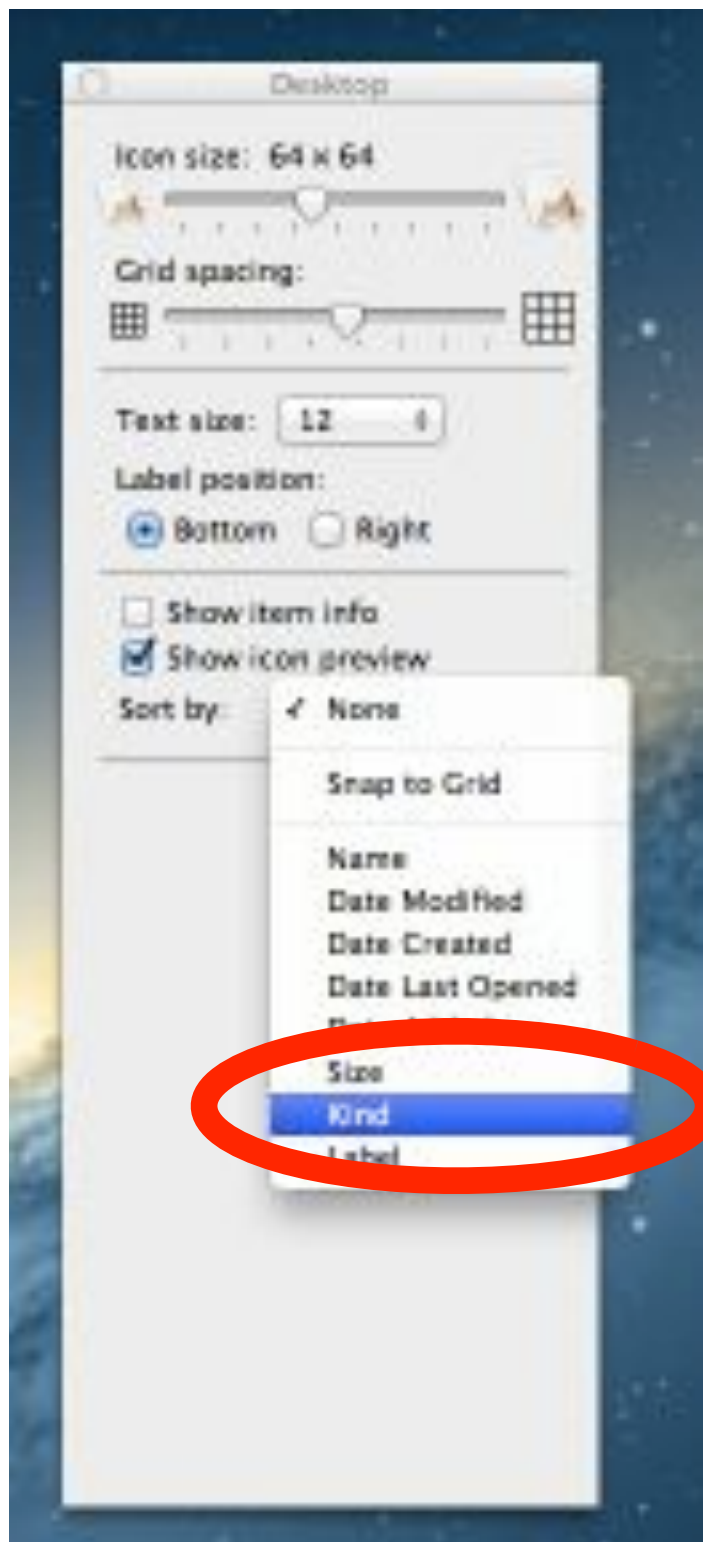


Click on the file (don't double click) and press space bar to preview it. This is called Quick Look.

1.9 Arrange Files

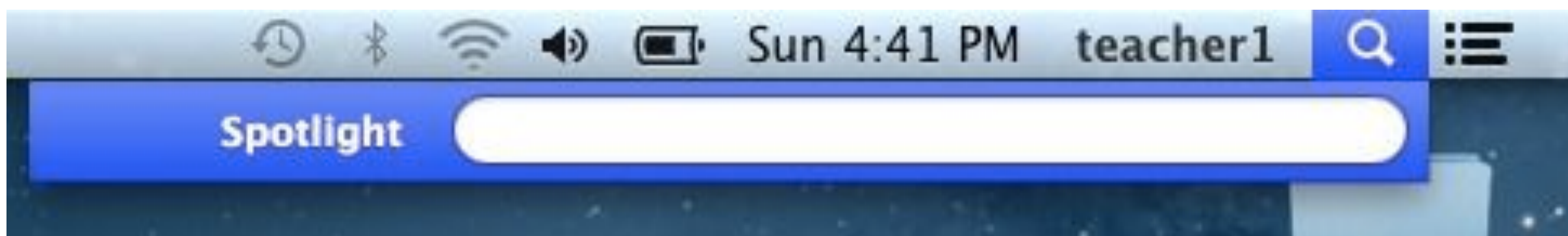


Close all windows. Choose Show View Options from the View menu.

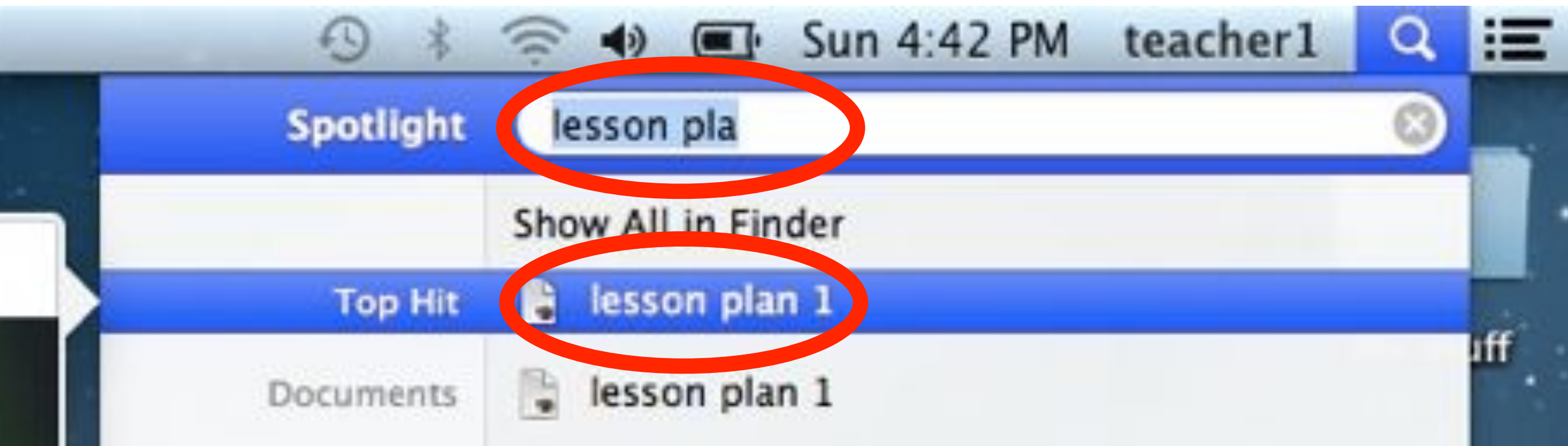


In the Arrange by pop up menu, choose Kind. All the icons on the Desktop will arrange themselves on the right side of the screen. You can change other parameters as well. Close the window when done.

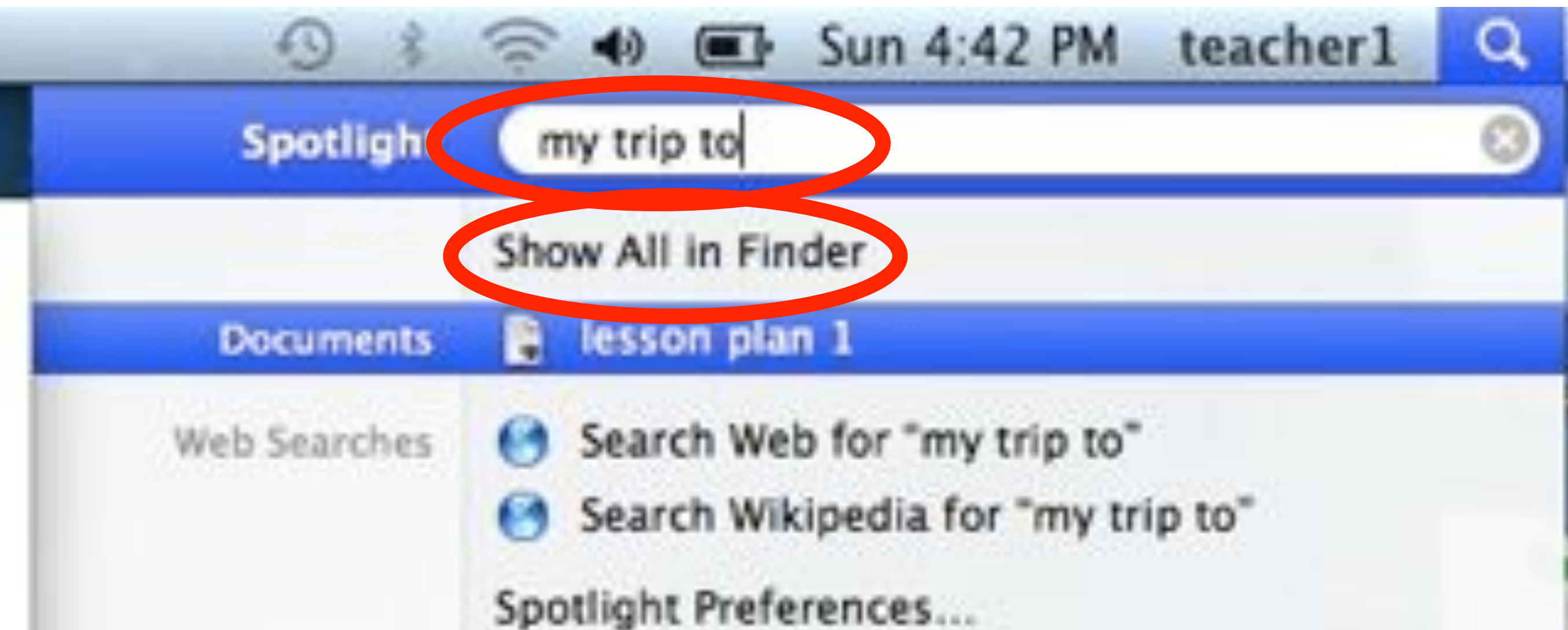
1.10 Find Files



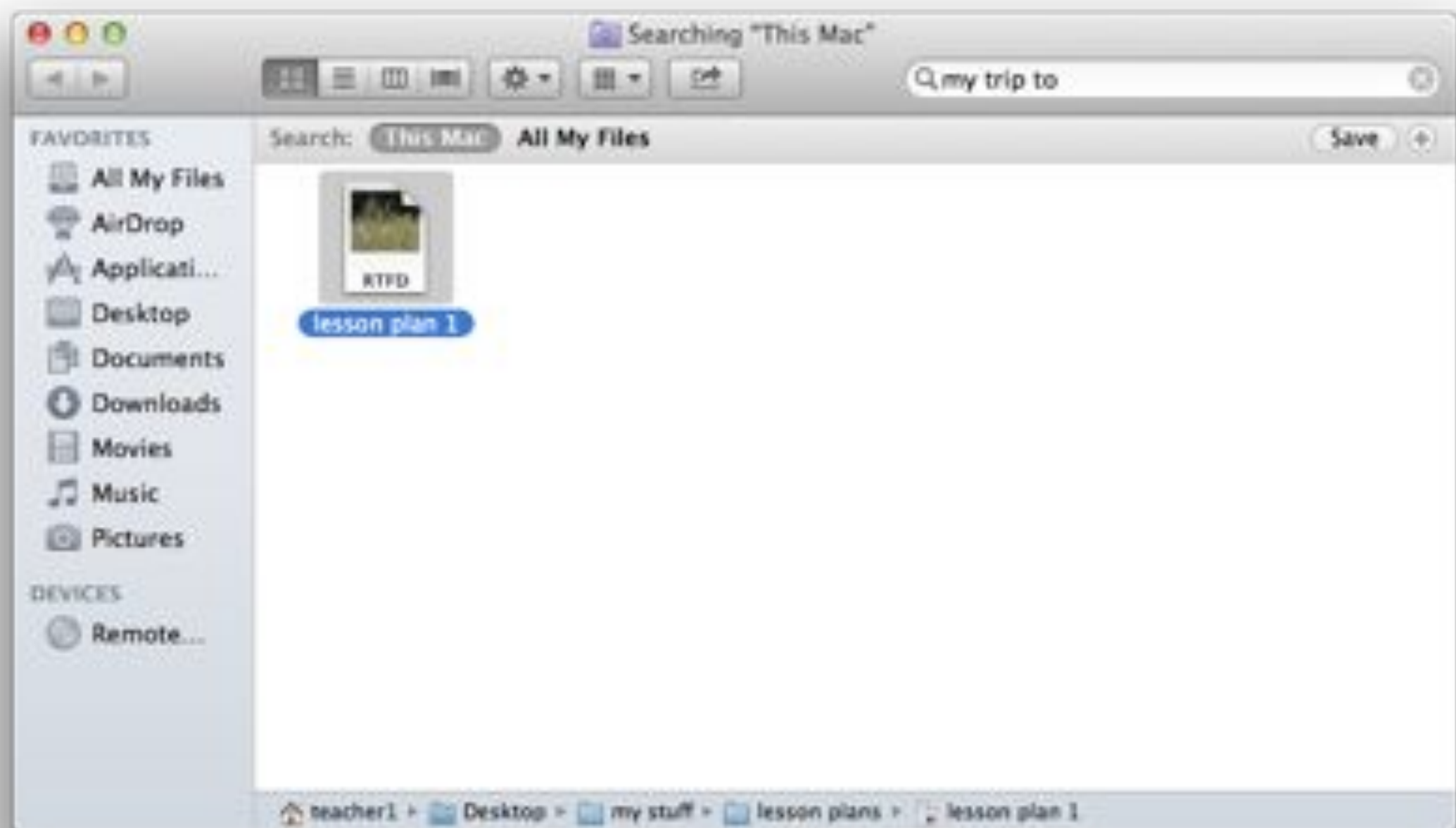
Press Command-Space to enable Spotlight.



Search for lesson plan.
It will be displayed while you are typing the name.



If you type in the words in that document, it will display the file.
Click Show All in Finder.

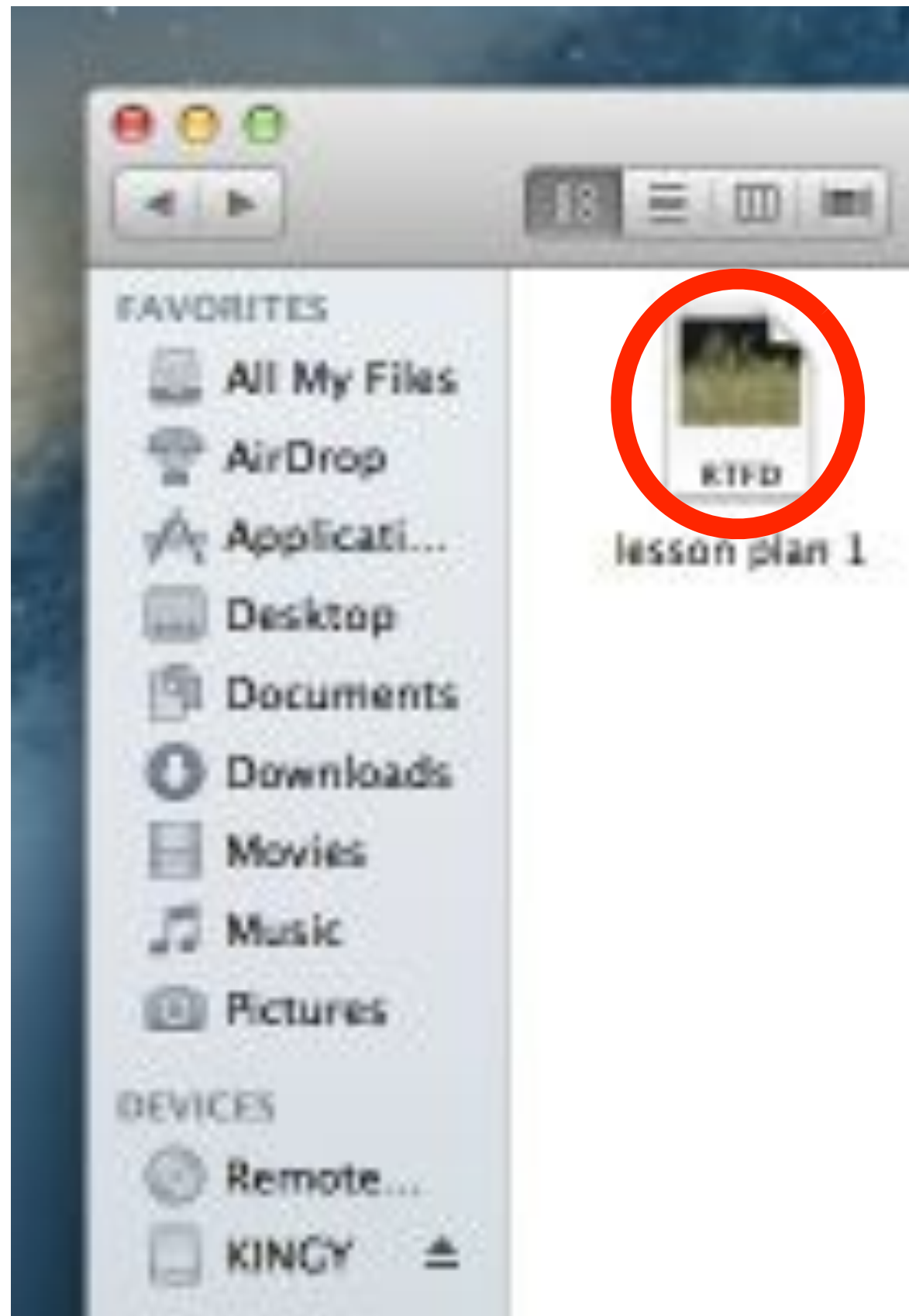


Click the file to show it's path. Close the search window when done.

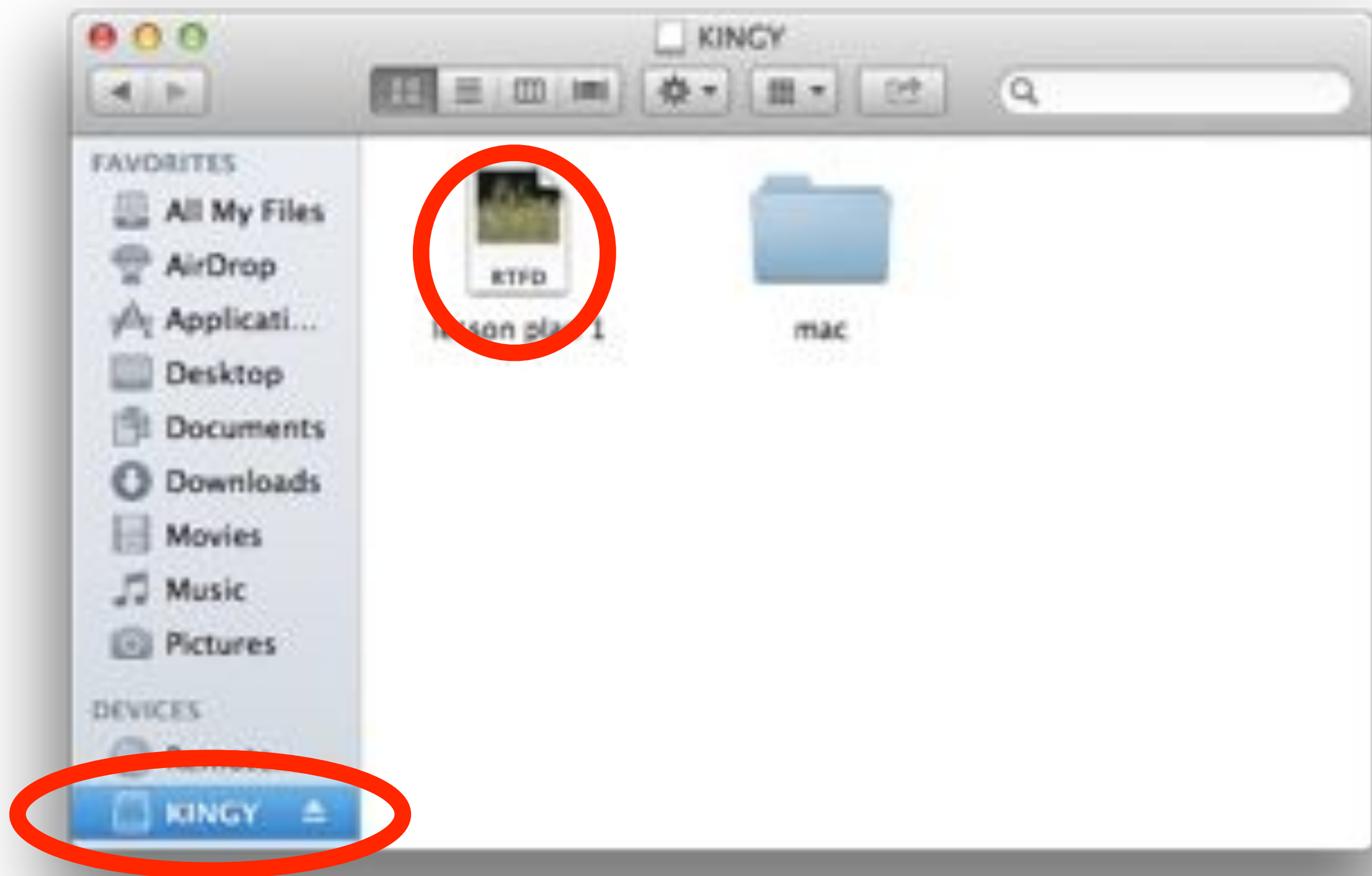
I.II Copy to
thumbdrive



Plug in your thumbdrive. Open the lesson plans folder. Your thumbdrive will appear in the lower left corner of the window.



Drag lesson plan 1 into your thumbdrive. Note: Only the latest version will be copied.

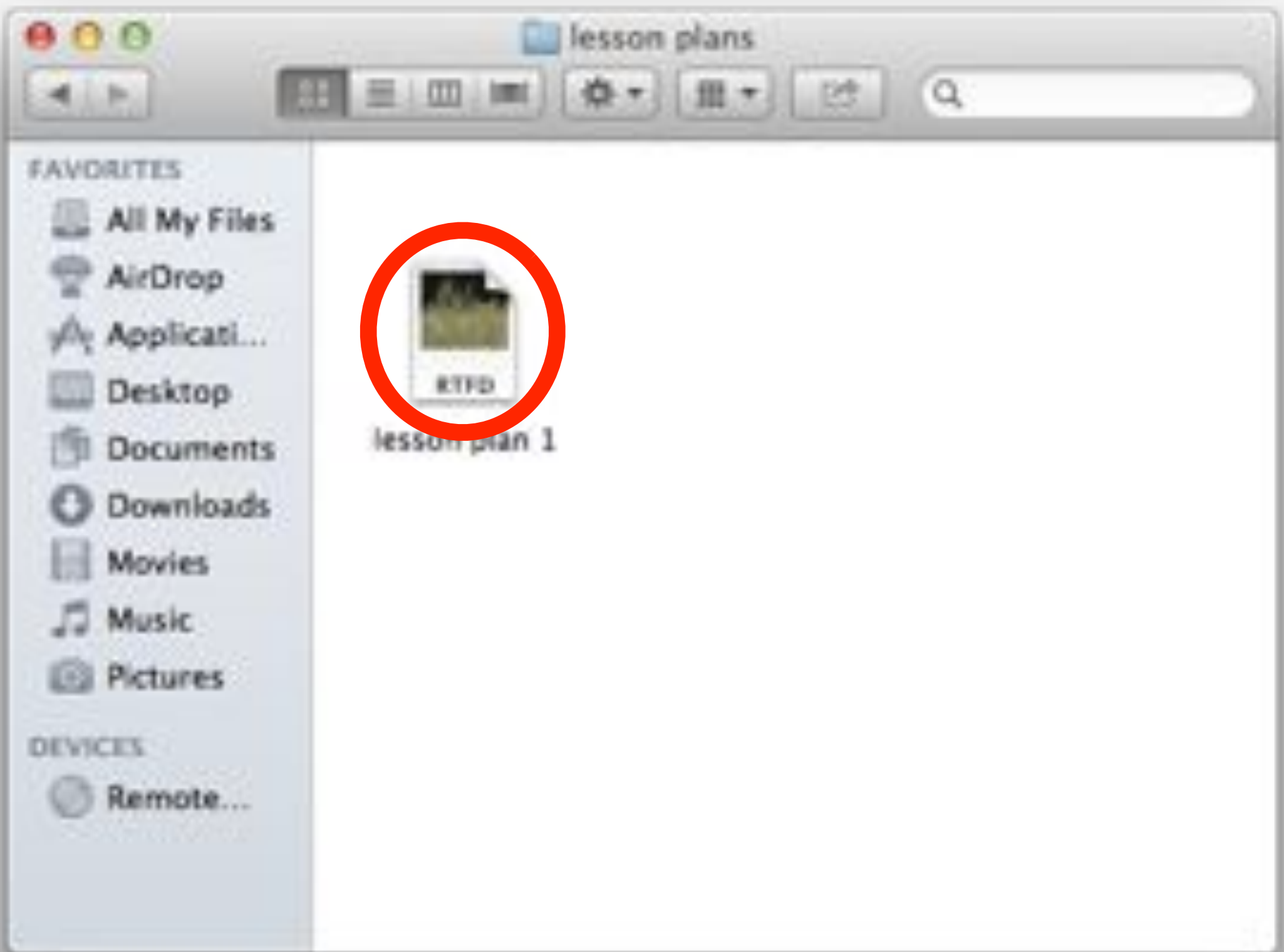


Click on your thumbdrive. You can see the file inside.

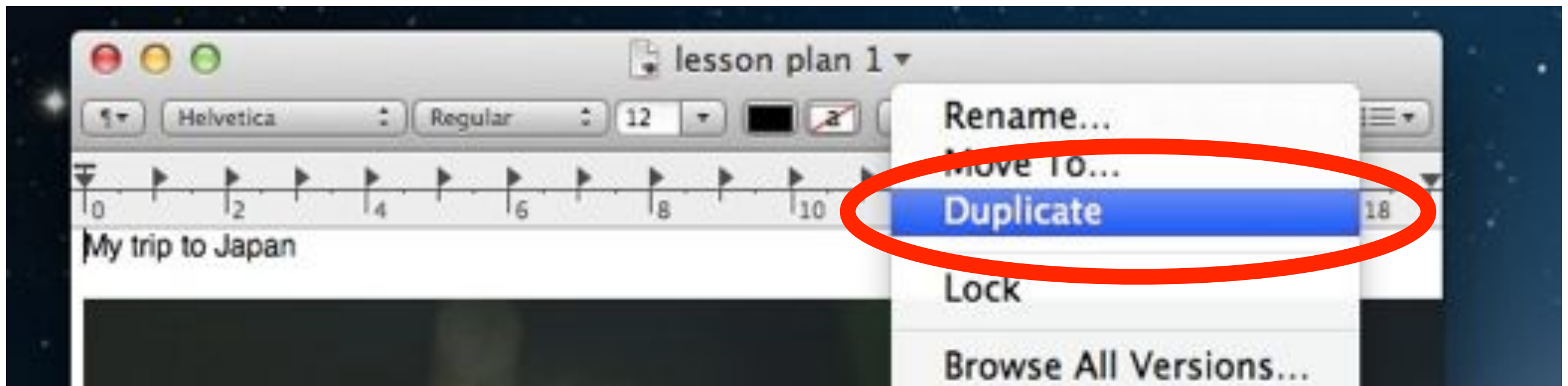


To safely remove the thumbdrive, click the Eject button, then pull out the thumbdrive.

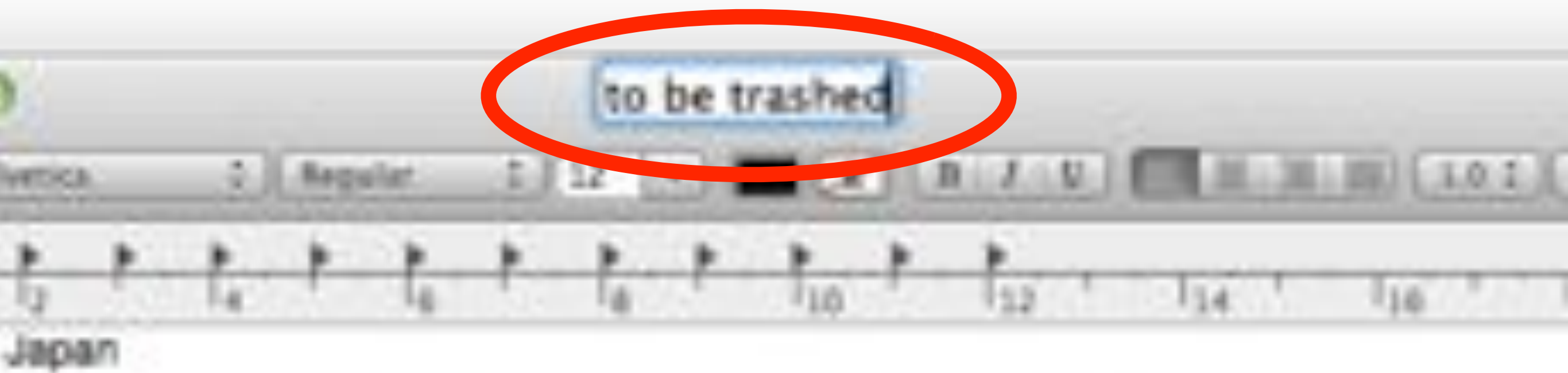
1.12 Delete files



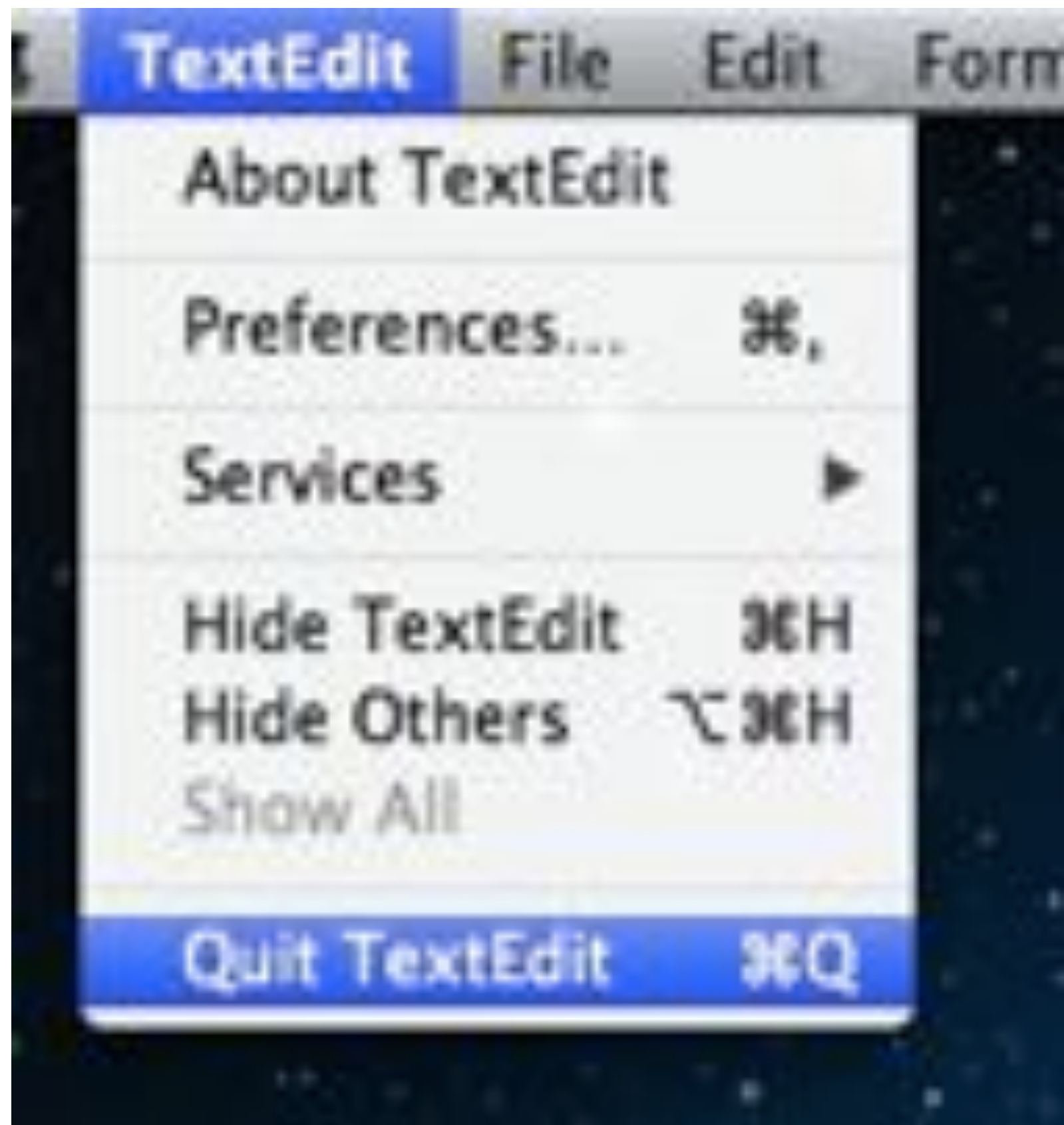
Open the lesson plans folder. Double click on lesson plan 1 to open it.



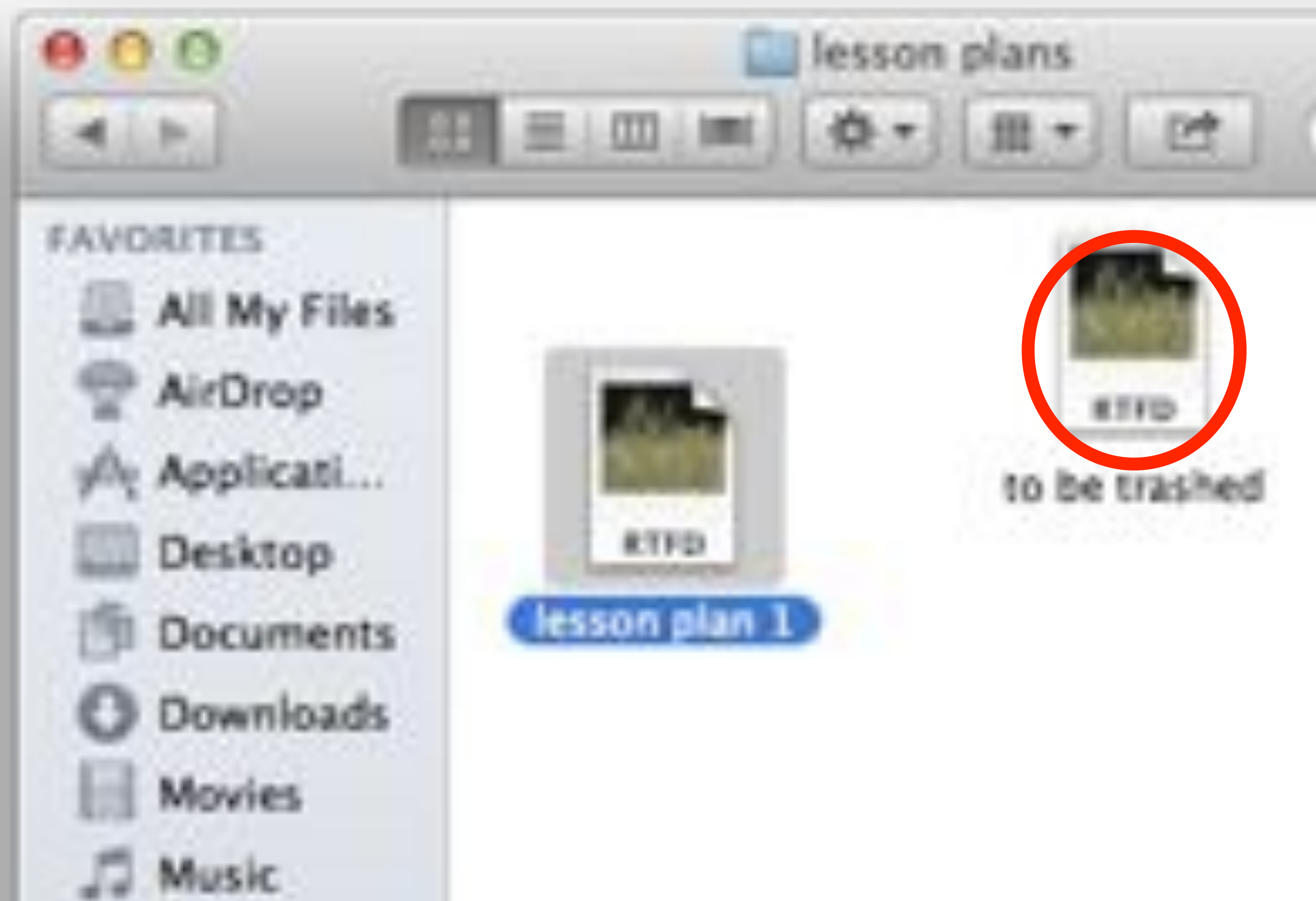
We're going to make a Duplicate of this file, so as to have something to put into the Trash. Click on the arrow to the right of the name, and choose Duplicate.



Name the duplicate “to be trashed” and press Return.



Quit TextEdit.



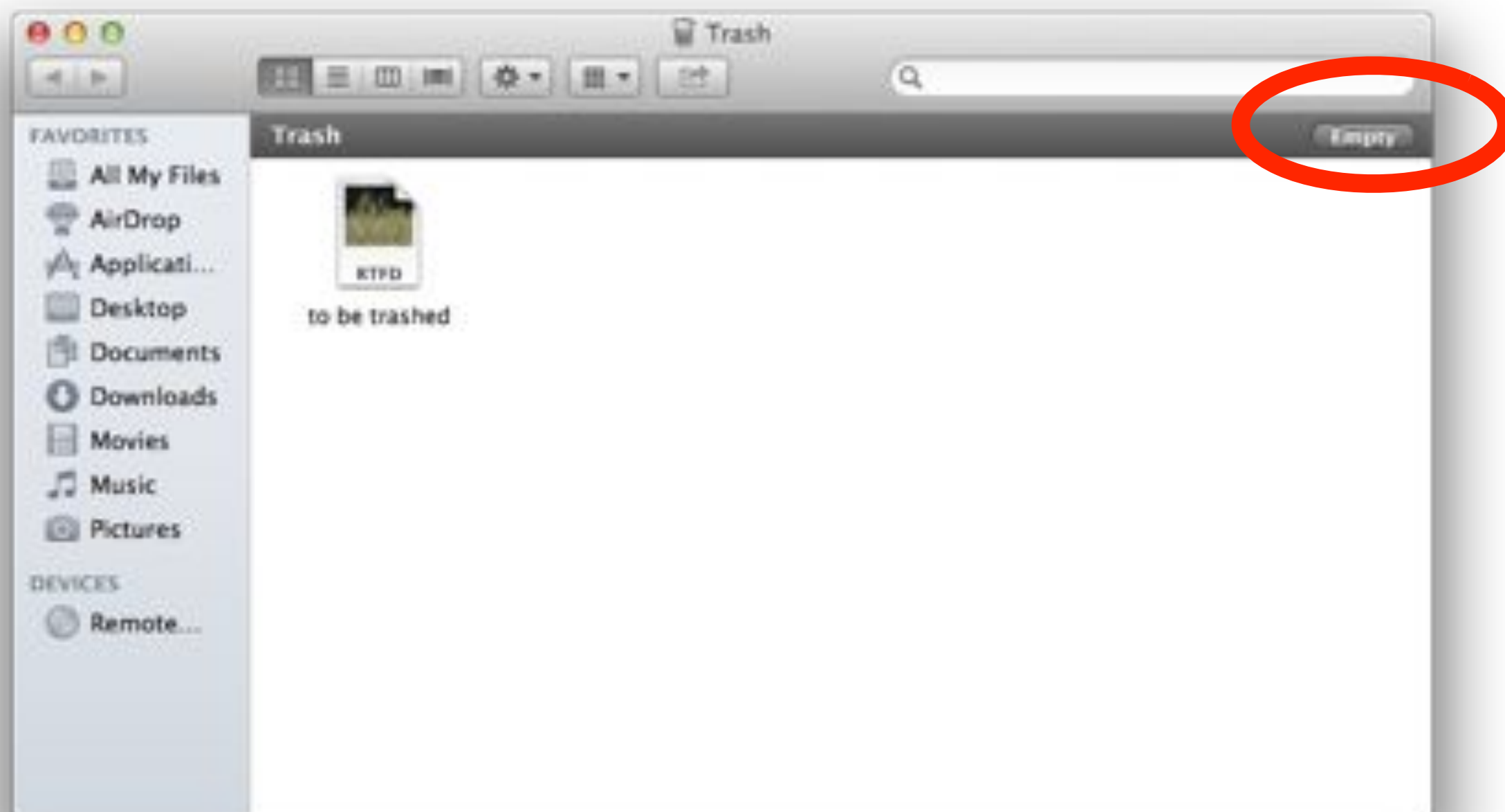
Open the “lesson plans” folder. Notice a copy of the “lesson plan 1” file, named “to be trashed”, appears in the lesson plans folder.



Drag lesson plan 1 to the Trash.



Note the Trash icon changes. Double click on it.



The contents of the Trash folder is displayed. Click the Empty button to Empty the trash. If you put things into the Trash by accident, drag it back out.



You can also choose Empty Trash from the Finder menu.

1.13 Install Printer

Software & Firmware Downloads | Samsung Product Support & Service Center

http://www.samsung.com/us/support/downloads/color-laser-printers/CLP-510N

Find your product to get the latest drivers, manuals, firmware and software.

Category: Printers Sub-Category: Color Laser Printers Model Name: CLP-510N Model Code: CLP-510N





Find It

For non-US products, [click here](#).

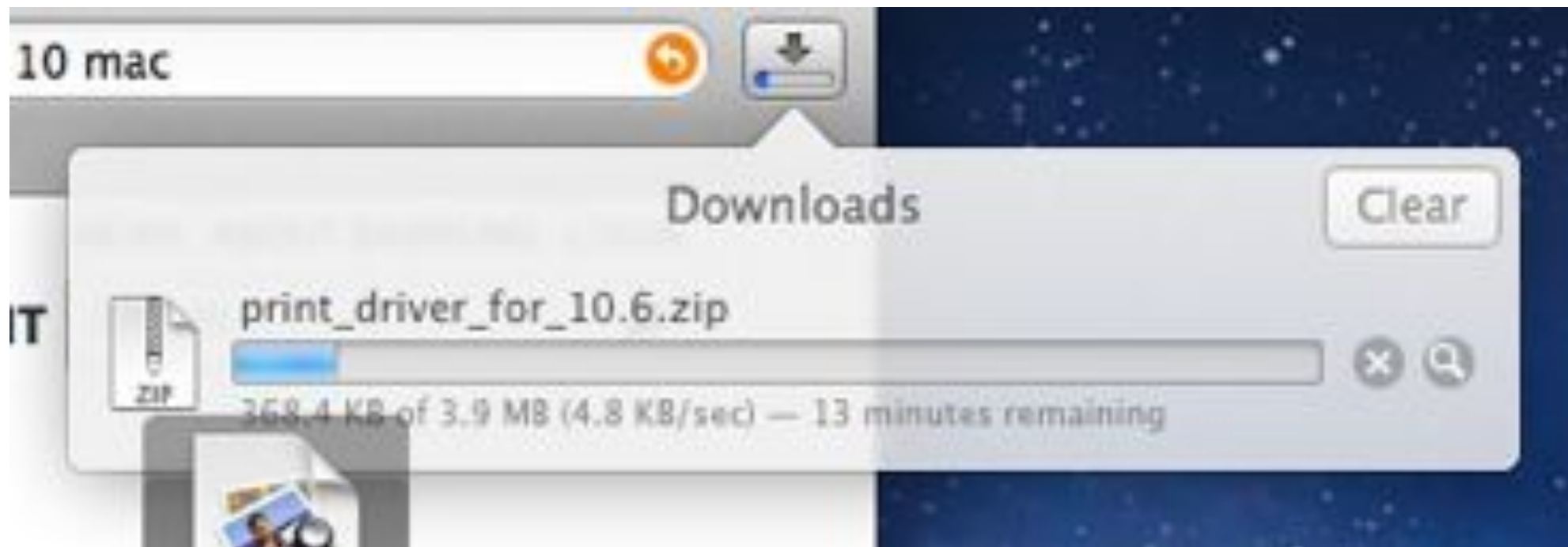
Download Center for CLP-510N

Manuals | Driver | Software

—All—

OS	ReleaseDate	Description	Size (MB)	Language	File
Mac OS 10.5 - 10.5	Oct 7, 2009	Print Driver (Driver) (ver 1.07)	0.83	MULTI LANGUAGE	
Mac OS 10.6	Oct 6, 2009	Print Driver (Driver) (ver 3.00)	3.86	MULTI LANGUAGE	
Win 2000/XP/2003/Vista/2008/Win 7	Oct 31, 2008	Print Driver (Add Printer) (Driver) (ver 3.04.25)	12.83	MULTI LANGUAGE	
Win 2000/XP/2003/Vista/2008/Win 7/32,64bit	Apr 2, 2010	Universal Print Driver (Driver) (ver 2.02.05.00.26)	20.66	MULTI LANGUAGE	

The Mac can autodetect most printers, but if your printer doesn't work you will need to download the driver from the Internet first.



Wait for the download to complete.



Click Downloads in the Dock, you will see the printer driver there. Click it.



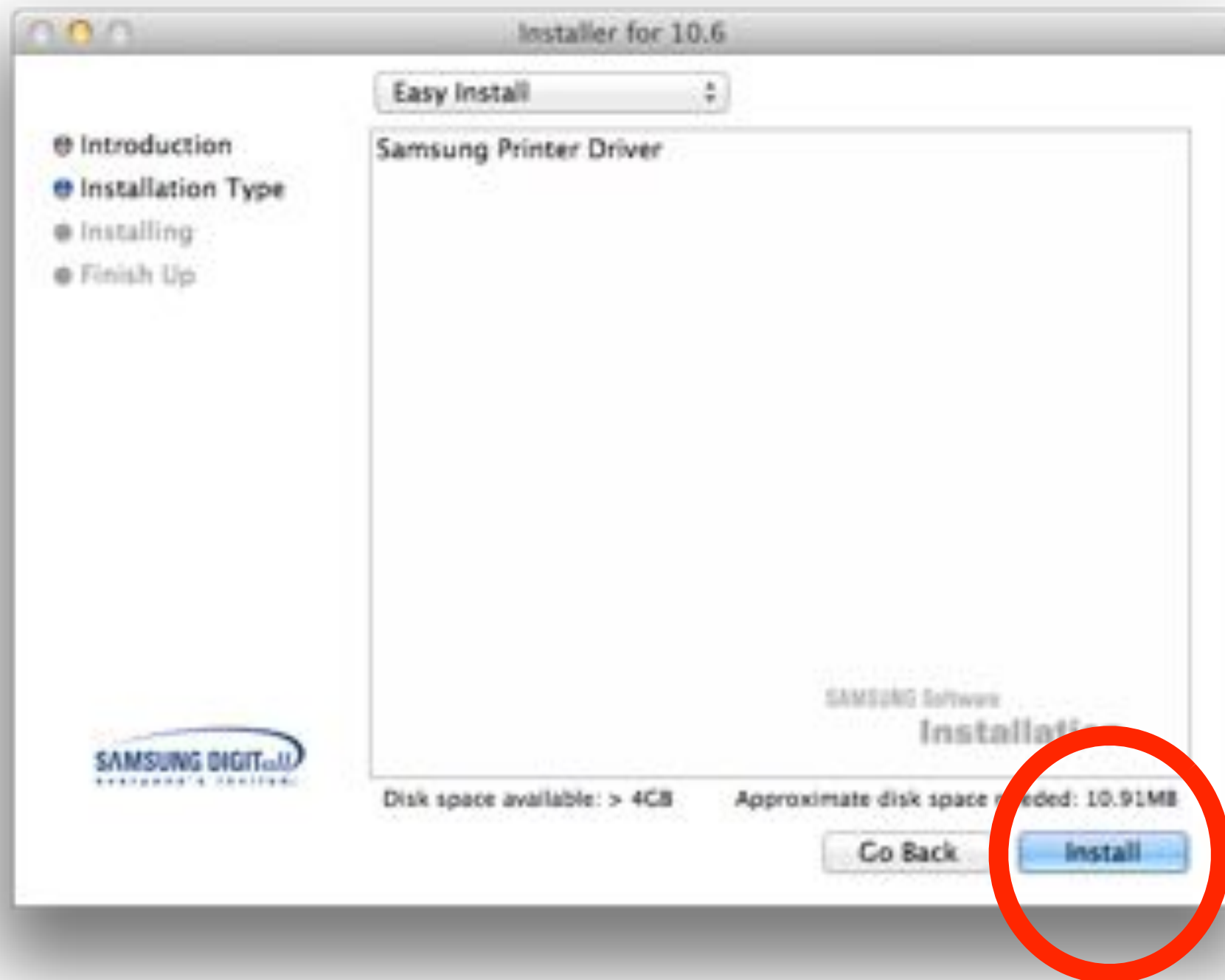
Click Open.



Type in your admin username and password, and click OK.



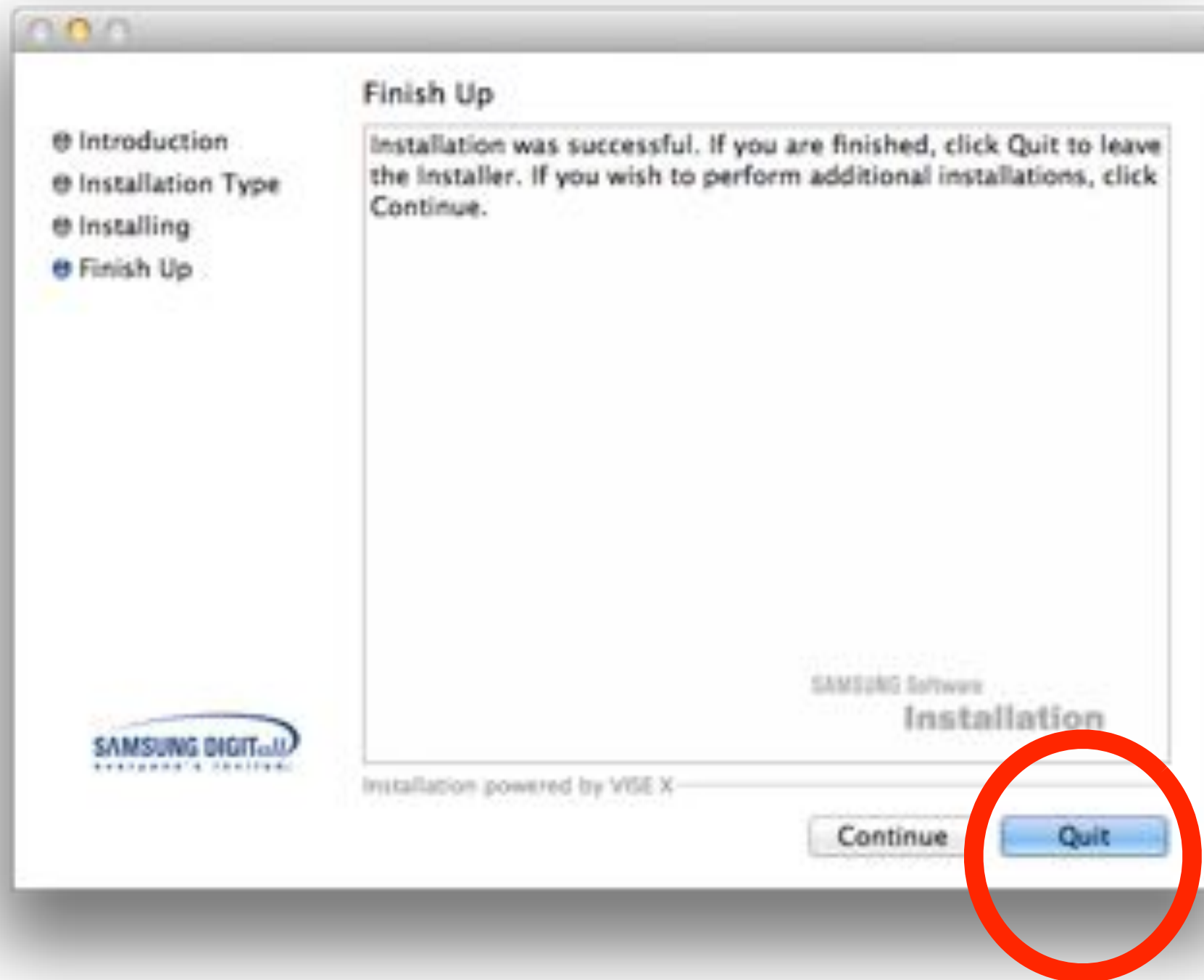
Click Continue.



Click Install.



Wait until installation completes.

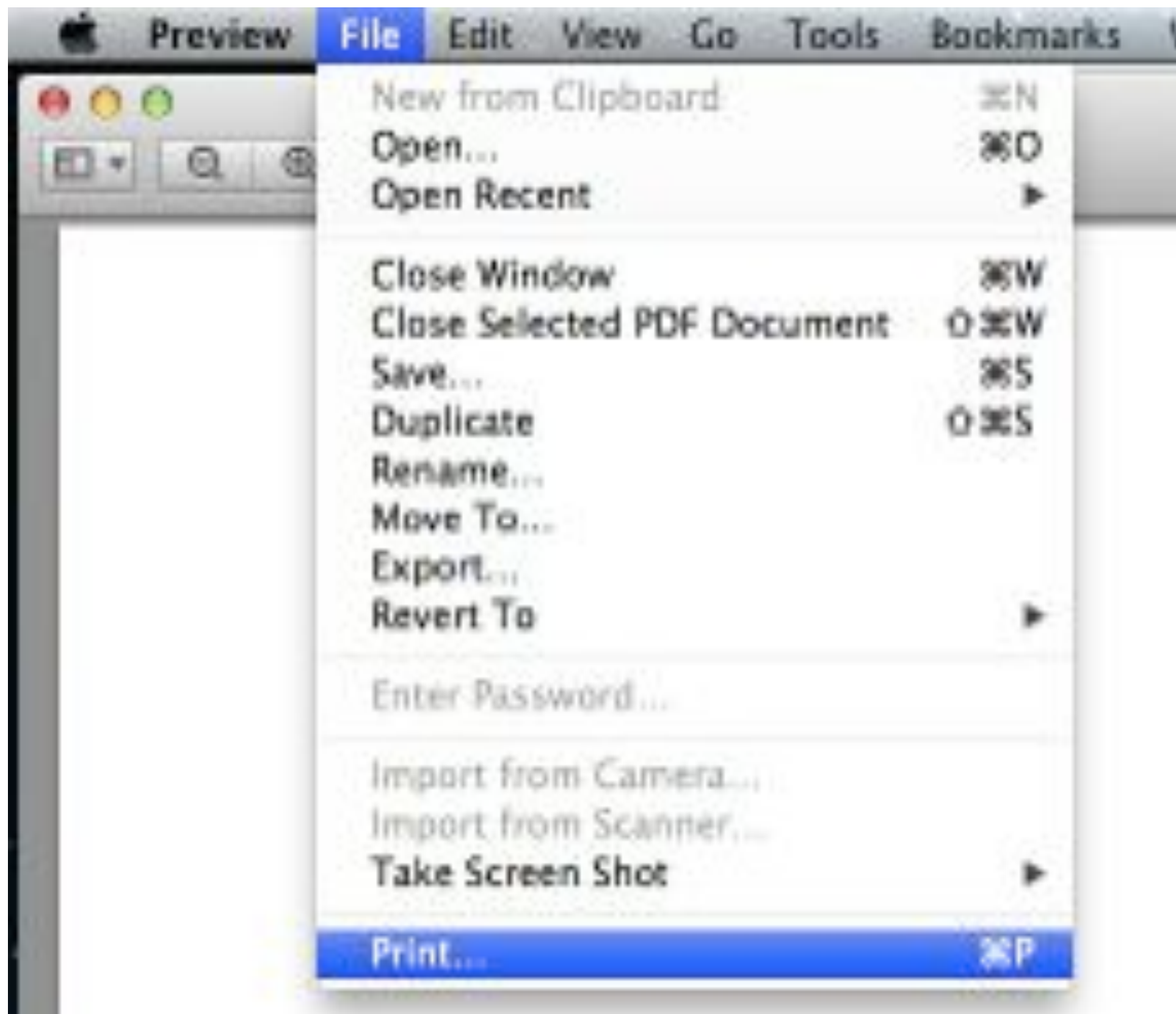


Click Quit.

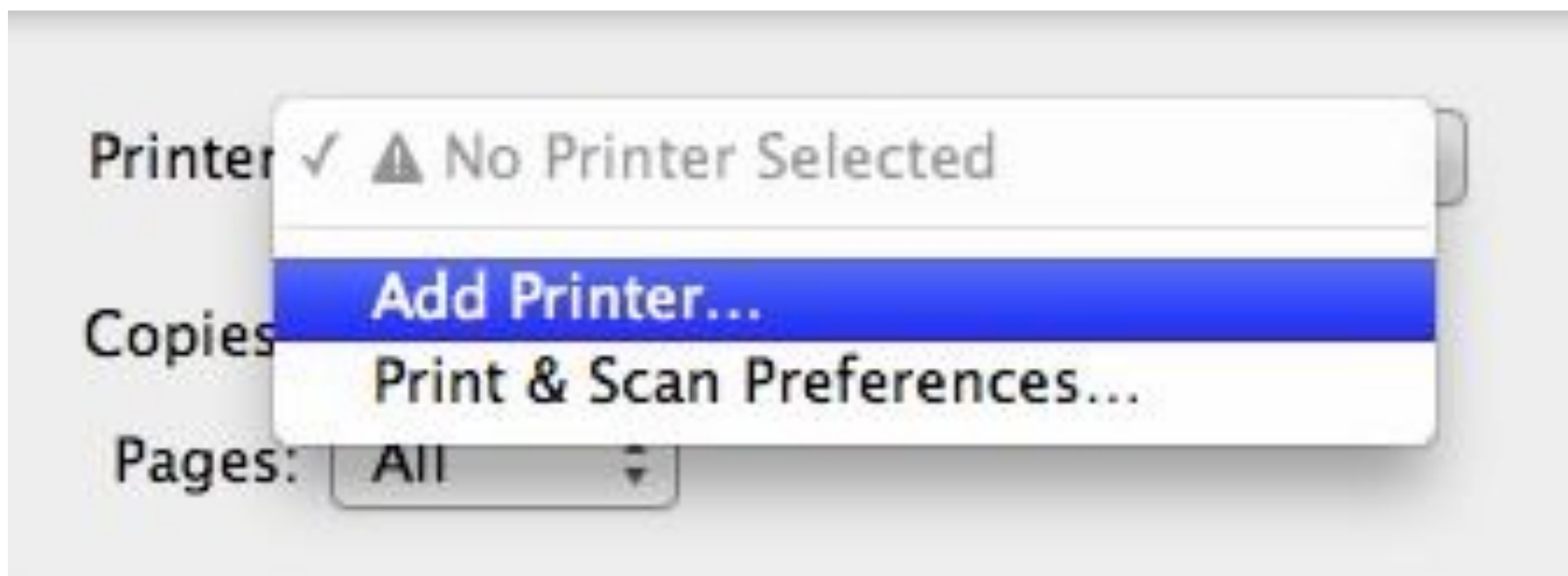
1.14 Print file



Open the file you want to print.

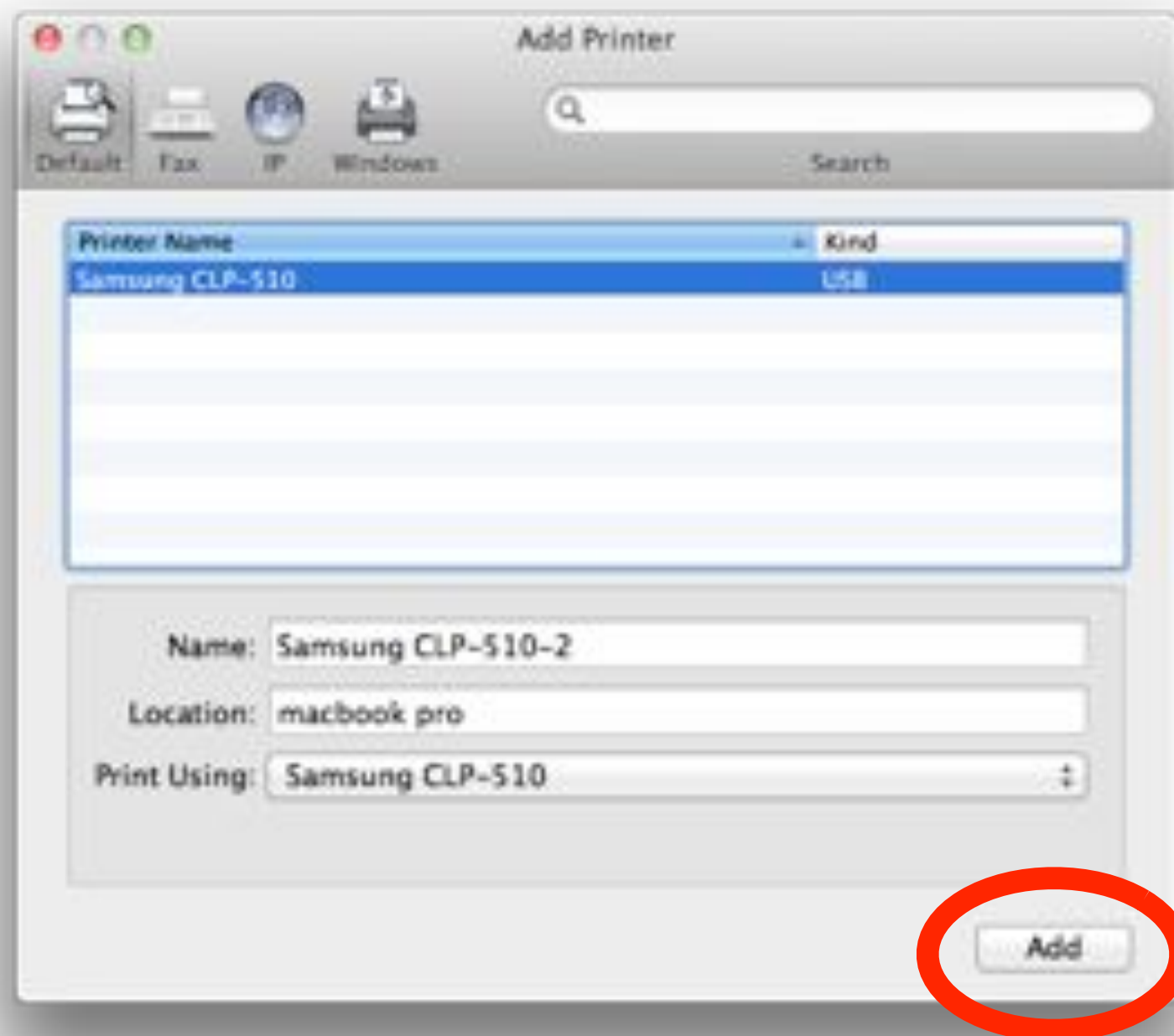


Choose Print from the File menu.

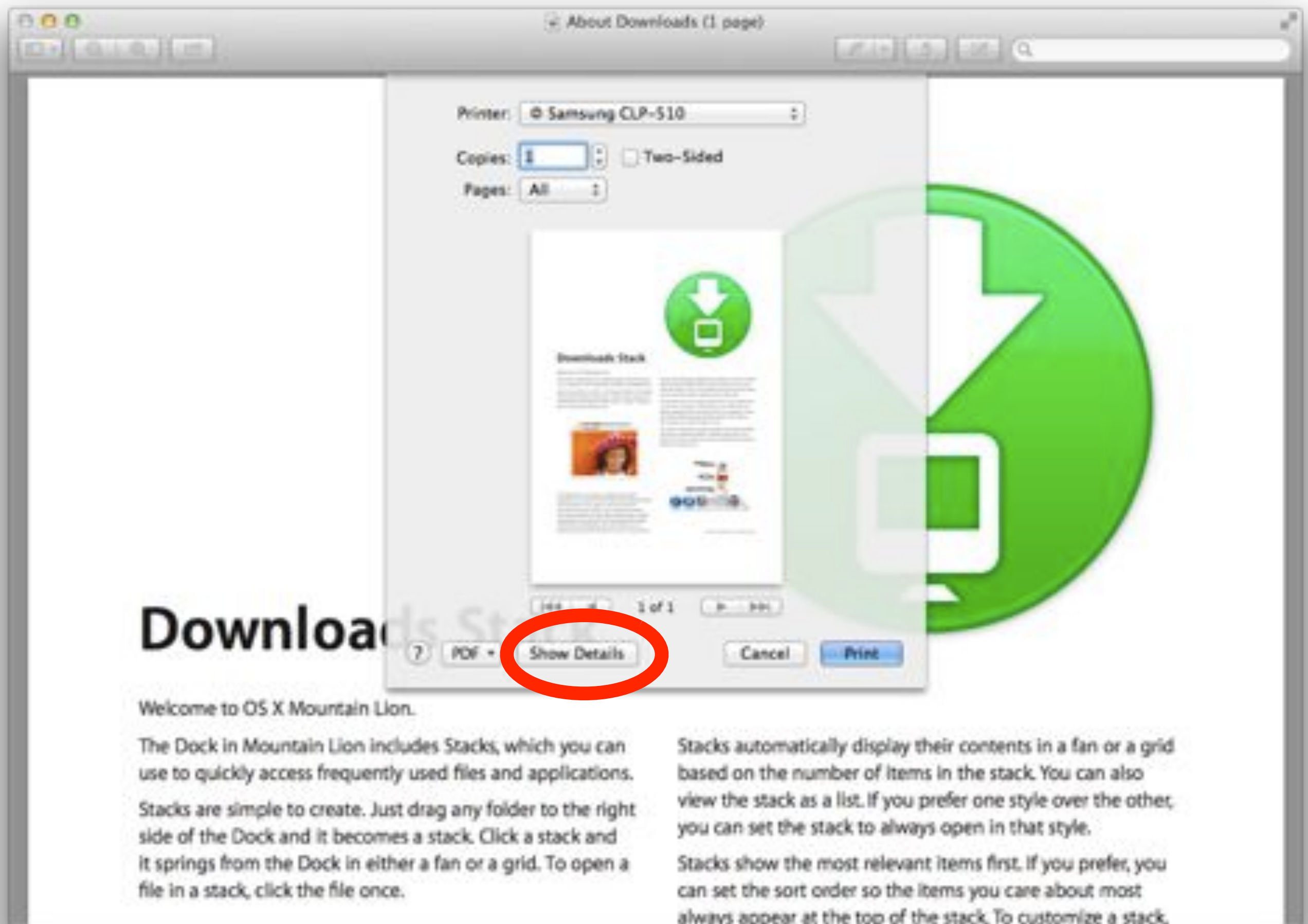


If you see No Printer Selected click Add Printer...

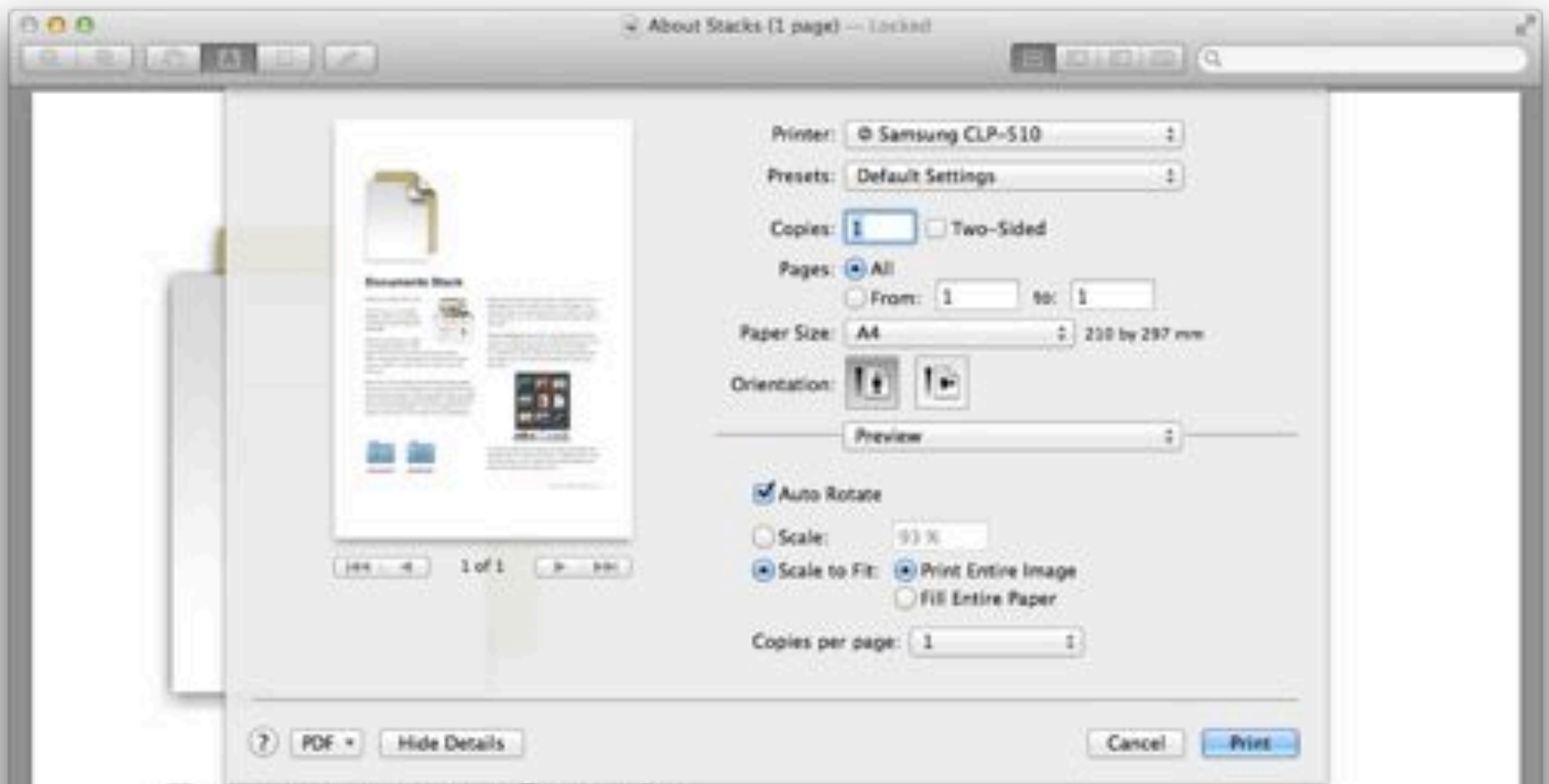
You'll need the administrator username and password to Add Printer.



Choose the printer and click Add.



Click Show Details to see advanced print options.



Documents Stack

Welcome to Mac OS X Lion.

The Dock in Lion includes Stacks, which you can use to quickly access frequently used files.

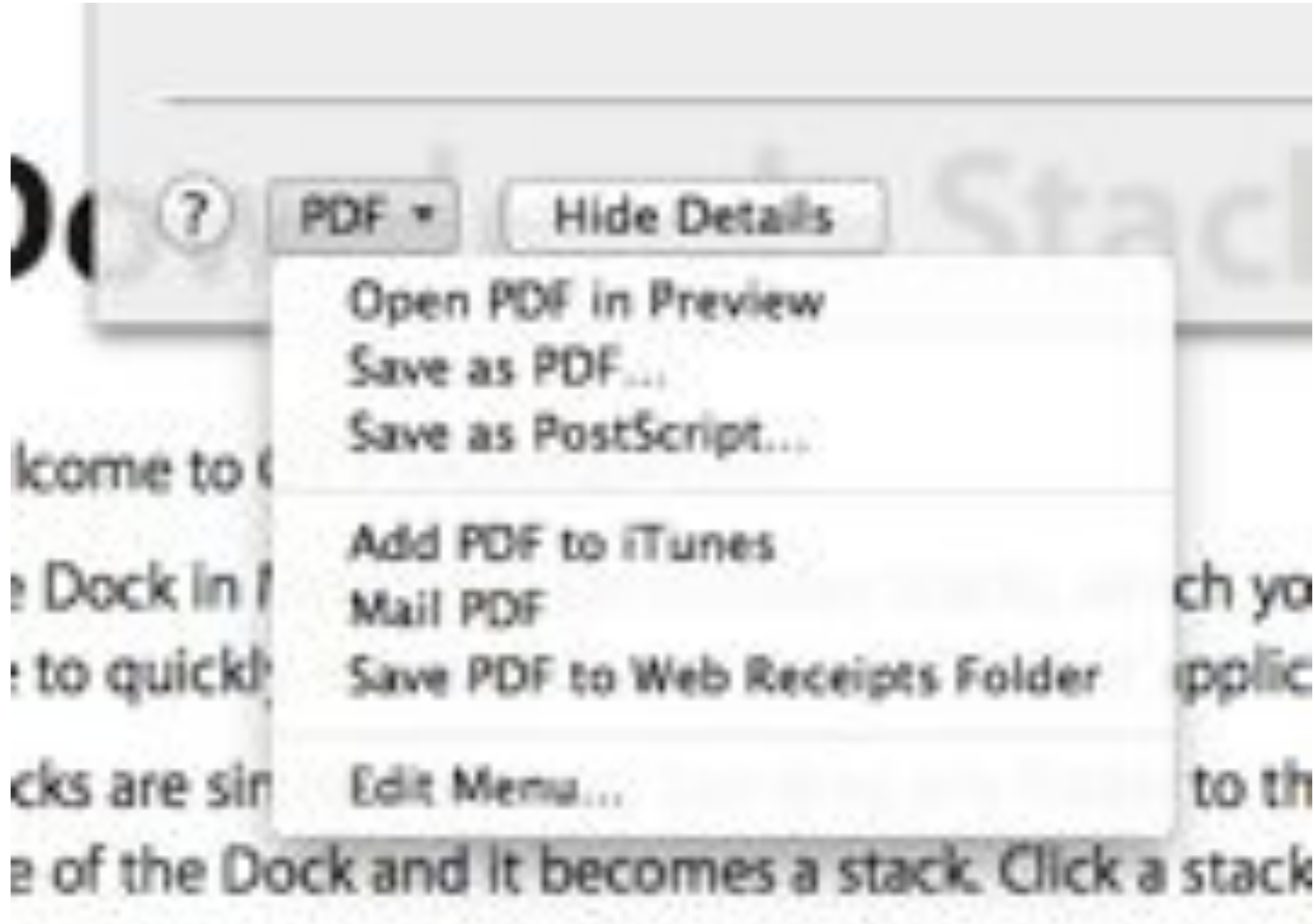
Stacks are simple to create. Just drag any folder to the



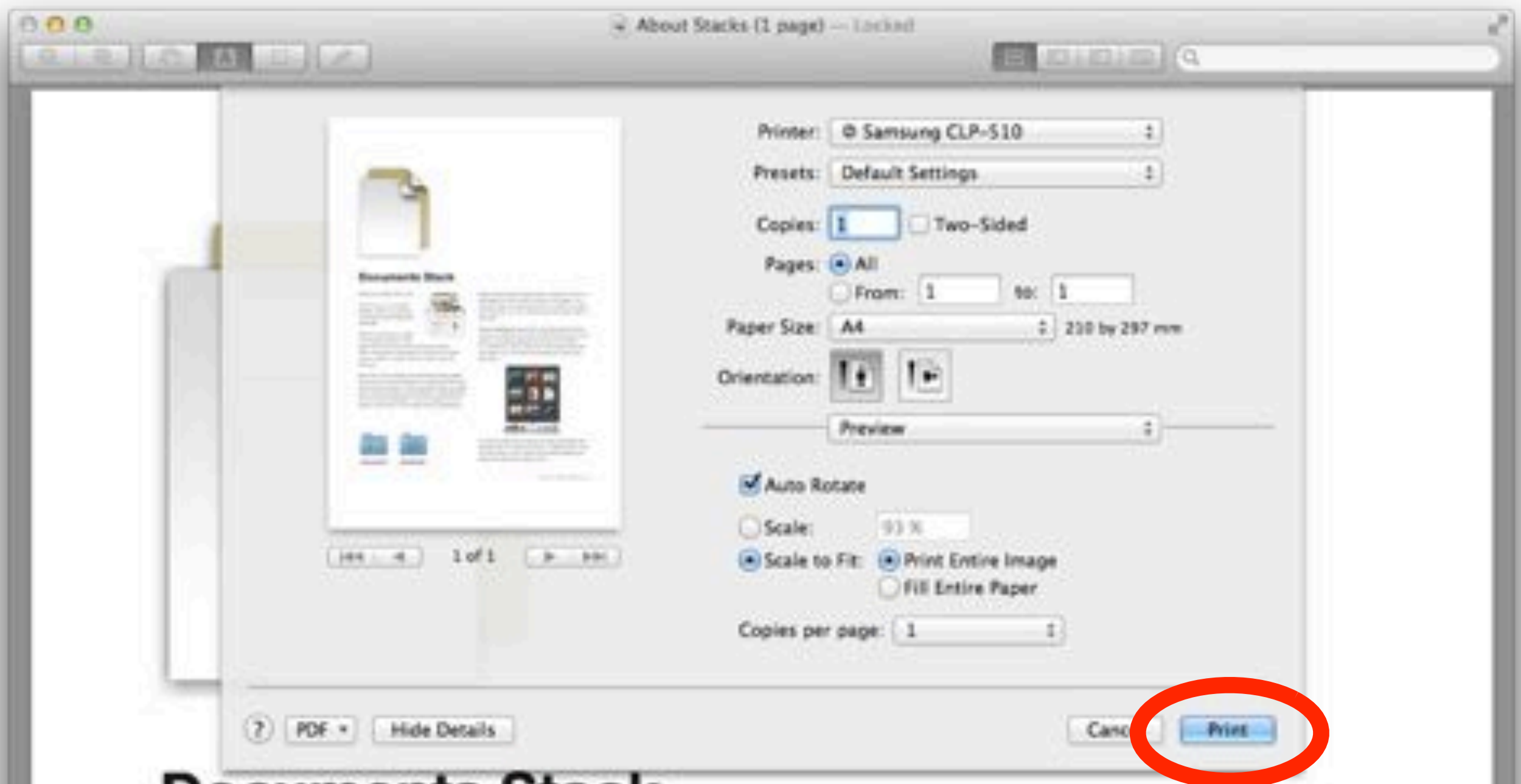
Stacks automatically display their contents in a fan or a grid based on the number of items in the stack. You can also view the stack as a list. If you prefer one style over the other, you can set the stack to always open in that style.

Stacks intelligently show the most relevant items first, or you can set the sort order so that the items you care about most always appear at the top of the stack.

The advanced print options are displayed.



Note that you can save the document as a PDF as well.



Documents Stack

Welcome to Mac OS X Lion.

The Dock in Lion includes Stacks, which you can use to quickly access frequently used files.

Stacks are simple to create. Just drag any folder to the



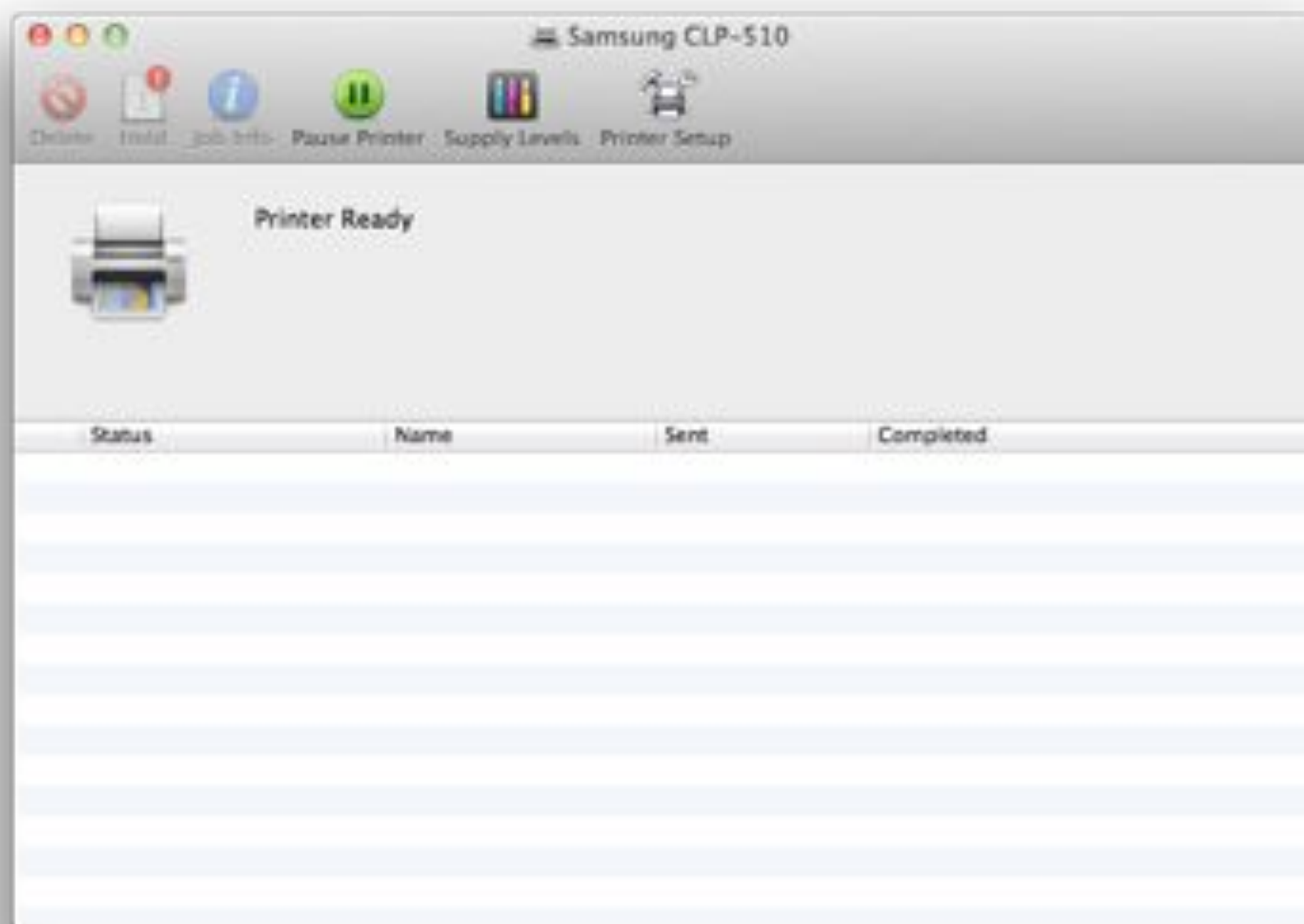
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Stacks intelligently show the most relevant items first, or you can set the sort order so that the items you care about most always appear at the top of the stack.

Click Print to print the document.



When printing starts you will see the Print Queue in the Dock. Click it.



This shows you printer status and jobs waiting to be printed.